

FORMS

(See Fin. R. No. 2)

P. W. A/c Form No. 3.

*Block.*

Book No. \_\_\_\_\_ Receipt No. \_\_\_\_\_

Division \_\_\_\_\_ Date \_\_\_\_\_ 192 .

Received from \_\_\_\_\_

Rupees \_\_\_\_\_

On account of \_\_\_\_\_

*Initials of Cashier or  
Accountant.*

*Initials of officer granting the  
receipt.*

FIN. R. FORM No. 1.

P. W. ACCTT. FORM No. 3.

RECEIPTS FOR PAYMENTS TO GOVERNMENTS.

(See Fin. R. No. 2)

Book No. \_\_\_\_\_ Receipt No. \_\_\_\_\_ Place. \_\_\_\_\_

Division \_\_\_\_\_ Date \_\_\_\_\_ 192 .

Received from \_\_\_\_\_

Rs \_\_\_\_\_ Rupees \_\_\_\_\_

\_\_\_\_\_ Cashier or Accountant. \_\_\_\_\_ Signature \_\_\_\_\_

Designation \_\_\_\_\_

Not transferable.



## No. 219

Page 237-A—

Insert the following as a new form No. 3-A :—

FIN. R. FORM No. 3-A.

[See Fin. R. No. 52 (b)]

Form of indemnity bond to be executed by claimants for pay and allowances of deceased Government servants when the amount exceeds Rs. 500 :—

\*Nar. § of • • KNOW ALL MEN BY THESE PRESENTS THAT WE\*  
 claimant's son of  
 and resident of  
 †Fir st and †  
 surety. son of  
 and resident of  
 †Sec. and and †  
 surety. son of  
 and resident of  
 • are held and firmly bound to the Secretary of State for India in Council  
 \$In words— in the sum of Rupees (Rs. || )  
 the amount to be paid to the said Secretary of State or his successors or assigns FOR  
 here named WHICH payment to be well and truly made, each of us severally binds  
 should be at himself and his heirs, executors, administrators and assigns and every  
 least doable himself and his heirs, executors, administrators and assigns and every  
 the amount to be paid by two and all of us jointly bind ourselves and our heirs, executors, adminis-  
 to be paid by Government. trators and assigns firmly by these presents WHEREAS@  
 ||In figures. [was at the time of his death in the employment of the Government of  
 @Nam. e of Bombay\*\*  
 deceased. or [was receiving a pension of Rupees  
 \*\*Natu re of (Rs. ) from the Government of Bombay]  
 employ ment. AND WHEREAS the said@  
 died on the day of  
 19 , and there was then due to him the sum of  
 Rupees || (Rs. ) [for pay and  
 allowances in respect of his said office] or [in respect of his said pension]  
 due to the decease d. AND WHEREAS the above bounden\*  
 (hereinafter called the claimant) claims to be entitled to the said sum as  
 heir of the said@ but has not obtained  
 letters of administration of, or a succession certificate to, the property  
 and effects of the said@ AND WHEREAS the  
 said Government after making due inquiry are satisfied that the  
 claimant is entitled to the said sum and that it would cause undue delay  
 and hardship if the said Government insisted upon the production by  
 the claimant of letters of administration of, or a succession certificate to,  
 the property and effects of the said@ AND  
 WHEREAS the said Government desire to pay the said sum to the



# STATEMENT OF PROPOSITION OF REVISION OF ESTABLISHMENT.

[See Fin. R. No. 68]

FIN.R. FORM No. 4.  
C. A. C. FORM No. 5.

NATURE OF CHARGES.										PROPOSITION.						Orders of sanctioning authority.	
PRESENT SCALE.					PROPOSED SCALE.					PERMANENT.		TEMPORARY.					
Number.	Designation.	Pay.			Average cost.	Number.	Designation.	Pay.			Average cost.	Increase per month.	Decrease per month.	Increase per month.	Decrease per month.		
		Minimum.	Increment.	Maximum.				Minimum.	Increment.	Maximum.							Amount.
		*	*	*				*	*	*		*	*		*		*

\* Money columns.

claimant but under Government rules and orders it is necessary that the claimant should first execute a bond with two sureties to indemnify the said Government against all claims to the amount so due as aforesaid to

Name of the said\* before the said sum can be paid  
 based. to the claimant. NOW THE CONDITION of this bond is such that if after payment has been made to him, the claimant shall refund to the said Government the sum of Rupees†

Amount to the (Rs. ) if the said Government so require and shall in  
 based. any event indemnify and save the said Government harmless from all liability in respect of the said sum and all costs incurred in consequence of any claim thereto THEN the above written bond or obligation shall be void but otherwise the same shall remain in full force and virtue.

Claimant IN WITNESS to the above written bond and the condition thereof we†

First. . . and§

ty. and||

Second have hereunto set our hands this lay of

ty. 19 .

(File S. 7-49/4698.)

(Correction No. 219, Financial Publication No. 1)  
 dated 12th August 1930.)











No. 173.

Page 243, *Fin. R. Form No. 9*—

*Substitute* the following for the second sentence of the Disbursing Officer's certificate at the foot of this form :—

“I certify that, to the best of my knowledge and belief, the payments entered in this bill have been duly made to the parties entitled to receive them.”

(Correction No. 130 dated 1st February 1929  
to the C. A. Code, Volume I.)

(Correction No. 173, Financial Publication No. I,  
dated 28th September 1929.)

Page 243, Fin. R. Form No. 9—

(i) Add the following below the line "Total Rs. (*words*)" in this form:—

	<i>"Deduct—</i>	Amount disallowed by Controlling Officer in Bill
No.	dated	for Rs.                 "

(ii) *Substitute* the following for entry “*Add—Amount of disallowance refunded*” in this form :—

"Add—Amount of disallowance from bill No.		
dated		refunded by deduction from Contingent
bill No.	dated	and reallocated as
per	"	

(Corrections Nos. 159-160 dated 1st May 1928  
to the C. A. Code, Volume I.)

(Correction No. 172, Financial Publication No. I,  
dated 28th September 1929.)

**No. 121.**

*Page 243, Finl. R. Form No. 9—*

For the words " C. A. C. Form No. 15 " at the top of this form *substitute*  
" C. A. C. Form No. 15-A ".

(F. D. File 2734/19/3590 (a).)

on No. 121, Financial Publication No. I,  
dated 23rd November 1928.)

FIN. R. FORM No. 9.

C. A. C. FORM No. 15.

## NOT PAYABLE AT THE TREASURY.

[See Fin. R. No. 93 (b)]

[To be printed on foolscap]

Government of	BILL OF CONTINGENT CHARGES OF	Month 19
Head of service.		Nos. of vouchers.
Nos. of sub-vouchers.	Description of charge, and date of authority (where special sanction is necessary).	Amount.
	<p><i>The abstract contingent bill will contain the same detail of sub-vouchers and description of charge. The heading will state, instead of the above, the fact that a detailed bill is to be sent for counter-signature on a named date. The memorandum at foot of this form also will be omitted.</i></p> <p>TOTAL Rs. (words)</p>	Rs.

on abstract bill No. Date Rs.

Ditto	Allotment of 19	Rs. n. p.
Ditto	Expenditure including this bill	.. 0 0 0
Ditto	Amount of work bills annexed	.. 0 0 0

Amount of disallowance  
refunded

Balance available ..

Total of contingent bill Rs.

I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid. Vouchers for all items of expenditure above Rs. 25 in amount, and all work bills are attached to the bill. I have, as far as possible, obtained vouchers for other sums, and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again.

Disallowed from sub-voucher No. Signature of Disbursing Officer.

Ditto.

Passed for Rs.

Ditto.

I certify that in support of every charge of more than Rs. 25 made in this bill, a receipt or other voucher has been given me, and is now in my possession. The receipts and vouchers for items in excess of Rs. 100 are attached to the bill, and I am responsible that the receipts and vouchers of all other items of more than Rs. 25 are in proper form and order, and that they have been so cancelled that they cannot be again used to support claims against the Government. All work bills are also appended.

Date

Signature of Countersigning Officer.

INDENT FOR STORES.

[See Fin. R. Nos. 114, 129]

Counterfoil.

Indent No. \_\_\_\_\_

On \_\_\_\_\_

Date \_\_\_\_\_

Description.	No. or quantity.	Head of Account, etc.	Name of work (with name of contractor from whom value is recoverable).

These materials should be <sup>delivered</sup><sub>despatched</sub>  
to \_\_\_\_\_ by \_\_\_\_\_

Indenting Officer.  
(Divisional or  
Sub-Divisional Officer.)

INDENT FOR STORES.

Indent.

Indent No. \_\_\_\_\_

On \_\_\_\_\_

Date \_\_\_\_\_

Des- crip- tion.	No. or quan- tity.	Head of Account, etc.	Name of work (with name of contractor from whom value is recoverable).

These materials should be <sup>delivered</sup><sub>despatched</sub>  
to \_\_\_\_\_ by \_\_\_\_\_

Indenting Officer.  
(Divisional or  
Sub-Divisional Officer.)

Certificate of supply.  
This indent has (not) been com-  
pleted with in full \_\_\_\_\_

(The alterations, which I have attested,  
have accordingly been made by me.)

Delivered to \_\_\_\_\_ on \_\_\_\_\_ by \_\_\_\_\_  
Despatched to \_\_\_\_\_ on \_\_\_\_\_ by \_\_\_\_\_

Dated \_\_\_\_\_ 192 \_\_\_\_\_ Supplying Officer.

INVOICE.

Invoice of Stores supplied \_\_\_\_\_

To \_\_\_\_\_

By \_\_\_\_\_

On indent No. \_\_\_\_\_ Dated \_\_\_\_\_

issued by the \_\_\_\_\_

Description.	No. or quantity.	Head of Account, etc.	Name of work (with name of contractor from whom value is recoverable).

Dated \_\_\_\_\_ 192 \_\_\_\_\_

Received. \_\_\_\_\_ Supplying Officer.

Dated \_\_\_\_\_ 192 \_\_\_\_\_

Receiving Officer.





FIN. R. FORM No. 12.

P. W. ACCT.T. FORM No. 21.

### MUSTER ROLL.

[See Fin. R. No. 197]

Cash Book Voucher No. 41, dated the 11th April 1923.

Name of work—Constructing residential quarters for Junior Officers at Craigdhu.

*Part I.—Nominal Roll.*

Description.	No.	Names (grouped according to classes).	Father's name.	DATES—APRIL 1923.										Total	Rate.	Amount.	Dated initials and remarks of paying officer made at the time of payment.
				1	2	3	4	5	6	7	8	9	10				
Mate	1	Gullu ..	Fajju ..	1	1	1	1	1	1	1	1	1	10	1 4 0	12 8 0	K. N. 11-4	
Cooli	2	Adalat ..	Jhaanda ..	1	1	..	1	1	1	..	..	..	5	0 11 0	3 7 0	K. N. 11-4	
"	3	Ramzan ..	Hidayat ..	1	1	1	1	1	1	1	1	1	10	0 11 0	6 14 0	K. N. 11-4	
"	4	Sadhu ..	Chetu ..	1	1	1	1	1	1	1	1	1	10	0 11 0	6 14 0	K. N. 11-4	
"	5	Samand ..	Baland ..	1	..	1	1	1	1	1	1	1	8	0 11 0	5 8 0	K. N. 11-4	
"	6	Nazru ..	Hakoo ..	1	1	1	1	1	1	1	1	1	10	0 11 0	6 14 0	K. N. 11-4	
"	7	Jumma ..	Aziz ..	1	1	1	1	1	1	..	..	..	6	0 11 0	4 2 0	K. N. 11-4	
Making approach roads.																	
Rs. a. p. Rs. a. p.																	
TOTAL 46 3 0																	
Constructing retaining walls.																	
Mason	8	Habib ..	Rashid ..	1	1	1	1	1	1	1	1	1	9	1 8 0	13 8 0	K. N. 11-4	
"	9	Labhu ..	Chanda ..	..	1	1	1	1	1	1	1	1	1	1 8 0	12 0 0	K. N. 11-4	
"	10	Sarnu ..	Hukma ..	..	1	1	1	1	1	1	1	1	4	1 8 0	5 8 0	K. N. 11-4	
"	11	Ahmad ..	Firoz ..	..	..	..	..	..	1	1	1	1	4	1 8 0	6 0 0	K. N. 11-4	
"	12	Roda ..	Phina ..	..	..	..	..	..	1	1	1	1	3	1 8 0	4 8 0	K. N. 11-4	
TOTAL 41 8 0																	
Daily Total.																	
Initials of persons marking the daily attendance.																	
Initials of inspecting officer.																	
TOTAL 87 11 0																	

Passed for Rs. (87-11-0) Rupees eighty-seven, 11-0.

*Signature—G. C. Roy,*

*Dated the 11th April 1923.*

*Rank—Sub-Divisional Officer,  
Headquarters Sub-Division.*

	Rs.	a.	p.
Grand total of this muster roll .. ..	87	11	0
Deduct—Payment not made, as per details transferred to register of arrears— Part II .. ..	11	0	0
Balance paid ..	76	11	0
Add—Arrears of previous muster roll now paid off, as per details of register of arrears, Part II	7	2	0
Total amount paid (in words) Rupees eighty-three, 13-0	83	13	0

*Signature—KIDAR NATH,*

*Dated the 11th April 1923.*

*Rank—Overseer.*

*Part II.—Register of arrears of wages due to work people.*

The adoption of this method of recording arrears is left optional with Divisional Officers.

Left-hand page.

Month and period to which the arrears relate.	Serial number as per nominal muster roll.	Names.	Fathers' names.	Amount due.			Amount paid.		
Arrears of Previous muster rolls brought forward.				Rs.	a.	p.	Rs.	a.	p.
March 1923	3	Labhu	Chanda	2	12	0	2	12	0
	7	Roda	Phina	4	1	0	4	1	0
	9	Mahbub	Shafi	4	13	0			
	13	Nihal Singh	Hukam Singh	0	11	0			
			Total	12	10	0	7	2	0
			Carried over	12	10	0			

Right-hand page.

Month and period to which the arrears relate.	Dated initials and remarks of paying officer.	Serial number as per nominal muster roll.	Names.	Fathers' names.	Amount due.		
March 1923	K. N. 11-4. K. N. 11-4.				Rs.	a.	p.
				Brought over	12	10	0
		Arrears as per this muster roll.					
		5	Samand	Baland	5	8	0
		10	Sarnu	Hukma	5	8	0
			Total		11	0	0
			Grand Total		23	10	0
			Deduct amount paid out of arrears of previous muster rolls		7	2	0
			Balance—Arrears carried to next nominal muster roll		16	8	0

NOTE.—When wages are not claimed within three months a report of this fact should be made to the Divisional Officers.

*Part III.—\*Detail of the measurement of work done by the labour employed as per this nominal Muster Roll in cases in which the work is susceptible of measurement.*

Description of work. (Each district item of work, grouped by sanctioned sub-heads where necessary.)	Quantity.	Deduct as shown on the last Muster Roll.	†Balance
Cutting and disposing of rubbish ..	46,050	24,000	22,050
Constructing retaining wall .. ..	3,250	1,900	1,350

Measurements taken on 10th April 1923.

Measurement Book No. 109, page 12.

KIDAR NATH,

*Dated the 10th April 1923.*

*Rank—Overseer.*

\* If the work is not susceptible of measurement, a remark to this effect should be recorded.

† If desired, rates may be struck where possible and shown in red ink just below the quantities in this column.

FIN. R. FORM No. 13.

P. W. ACCT'T. FORM No. 23.

## MEASUREMENT BOOK.

[See Fin. R. No. 200]

Particulars.	Details of actual measurement.				Contents or Area.
	No.	L.	B.	D.	

*R. D. 5,000 to R. D. 10,000.**Ralla Ode, Contractor.**Work order No. 5, dated 4th June 1919.**Work measured on 2nd July 1919.**Running Account—For previous measurements see page 46 of this book.*

EARTHWORK.							
<i>Raising and strengthening banks of Bahaud din Distributary.</i>							
R. D. 5,000-6,000L	..	..	1	100	18	1.2	2,160
			1	100	20	1.1	2,200
			1	100	14	1.5	2,100
			1	95	12	1.4	1,596
			1	80	12.5	1.2	1,200
6,000-7,000L	..	..	1	70	14.5	1.2	1,218
			1	80	12	1.2	1,152
			1	40	15	1.4	840
			1	45	17	0.8	612
7,000-8,000L	..	..	1	100	14	1.5	2,100
8,000-9,000L	..	..	1	80	12	1.5	1,440
			1	70	15	1.2	1,260
9,000-10,000L	..	..	1	90	11	1.5	1,485
10,000-9,000R	..	..	1	85	12	1.5	1,530
9,000-8,000R	..	..	1	100	14	0.7	980
8,000-7,000R	..	..	1	90	12	1.0	1,080
			1	90	14	0.8	1,008
7,000-6,000R	..	..	1	40	10	1.0	400
			1	20	14	1.0	280
			1	50	12	1.5	900
6,000-5,000R	..	..	1	45	20	1.1	990
			1	43	18	1.5	1,161

*M. Lal,—2-7.*

27,692

*Abstract.*

27,692 c.ft. earthwork.

*Deduct—previous payments vide page 46 of this book.**M. Lal,—3-7.*

Particulars.	Details of actual measurement.				Contents or Area.
	No.	L.	B.	D.	

*Kalu Ram & Sons, Suppliers.*

*Agreement No. 40 of 1919.*

*Purchases for direct issue to work—Constructing a District Road Bridge at R. L. 55,000, Main Line Canal.*

*Date of measurement—3rd July 1919.*

Lime in bags .. ..	432	Mds. 2.0	..	..	Mds. 864
	200	1.5	..	..	300
	51	1.0	..	..	51
	100	1.25	..	..	125
TOTAL ..	783	..	..	..	1,340
Surkhi .. ..	1	24	15	..	360
	1	25	12	..	300
	1	20	15	1	300
	1	15	16	1	240
TOTAL ..	..	..	..	..	1,200
M. Lal,—3-7.					
<i>Abstract.</i>					
1,340 Mds. Lime at					
1,200 c.ft. Surkhi at					
783 empty bags at					
First and Final Bill.					
M. Lal,—3-7.					
<i>Fate Jan—Supplier.</i>					
<i>Agreement No. 45 of 1919.</i>					
<i>"Purchase" for work—Constructing</i>					
<i>two sets of Ziladar's Quarters at</i>					
<i>Bahauddin—For issue to Ilam Di,</i>					
<i>contractor.</i>					
<i>Date of measurement, 5th July 1919.</i>					
Ballast .. ..	1	30	20	1	600
Lime in bags .. ..	50	2	..	..	100
	10	Mds. 1.5	..	..	15
Total lime in bags ..	60	..	..	..	115
Surkhi .. ..	1	20	10	1	200
M. Lal,—5-7.					
<i>Abstract.</i>					
600 c.ft. Ballast at					
115 Mds. Lime at					
200 c.ft. Surkhi at					
60 empty bags at					
First and Final Bill					
M. Lal,—5-7.					

# FIRST AND FINAL BILL.

[See Fin. R. No. 205, 206]

(For contractors and Suppliers.†—To be used when a single payment is made for a job or contract, i.e., only on its completion. A single form may be used for making payments to several contractors or suppliers, if they relate to the same work or to the same head of account, in the case of supplies and are billed for at the same time.)

Name of work (in the case of bills for work done) \_\_\_\_\_ Cash Book Voucher No. 44, dated 19th May 1919.

Name of contractor or supplier, and reference to Agreement.	Items of work or supplies (grouped under "sub-heads" and "sub-works" of estimate).	Reference to recorded measurements and date.			Quantity	Rate.			Unit.	* Amount.		TOTAL AMOUNT PAYABLE TO THE CONTRACTOR OR SUPPLIER.		Payee's acknowledgment (with date).	Dated signature of witness.	DATED CERTIFICATE OF DISBURSEMENT.		
												In figures.	In words			Mode of payment—cash or cheque (Number and date).	†Paid by me.	
		Book No.	Page No.	Date.	Rs.	a.	p.	Rs.	a.	Rs.	a.							
Purchases for the work—Constructing Police station at Karnal—For issue to contractor Makhan Lal.																		
Amarchand (Agreement No. 40 of 1919).	Bricks	66	40	4-5-19	100,000	15	0	0	%	1,500	0	1,612	8	Rupees one thousand six hundred and twelve/8/	Amarchand, —20th May 1919.		Cheque No. 19—4101K, dated 20th May 1919.	B. R.,— 20-5-19.
		66	41	5-5-19	75	1	8	0	Md.	112	8							
Purchases for direct issue to work—Constructing a Government High School at Thanesar																		
Ganeshi Lal (Agreement No. 29 of 1919).	Deodar wood	54	79	30-4-19	482	1	8	0	c.	723	0	723	0	Rupees seven hundred and twenty-three only.	Thumb impression of Ganeshi Lal.	Ramji Das,— 19th May 1919.	Cheque No. 17—4101K, dated 19th May 1919.	B. R.,— 10-5-19.



H. L. Kapoor (Agreement No. 35 of 1919).	Rolled steel beams ..	87	10	10-5-19	12	20	0	0	cwt.	240	0	240	0	Rupees two hundred and forty only.	H. L. Kapoor,— 25th May 1919.	Cheque No. 27—4101K, dated 25th May 1919.	B. R.— 25-5-19.
TOTAL ..														2,575 8	Two thousand five hundred and seventy- five /8/.		

Dated 11th May 1919.

BELI RAM,\*\*—Signature,  
Sub-Divisional Officer, Karnal Sub-Division.—Rank. } Officer preparing the bill.

Pay Rs. ( . . . ) Nil in cash and Rs. (2,575-8) Two  
Thousand five hundred and seventy-five /8/ by cheque. }  
G. P. METHA,—Signature,  
Divisional Officer, Amballa Division.—Rank. } Officer authorising  
payment.

Dated 16th May 1919.

‡In the case of payments to Suppliers, a red ink entry should be made across the page, above the entries relating thereto, in one of the following forms, applicable to the case :—(1) “Stock,” (2) “Purchases—For Stock,” (3) “Purchases for direct issue to work —————,” (4) “Purchases for the work ————— for issue to contractor —————.”

\*In the case of works the accounts of which are kept by sub-heads, the amounts relating to all items of work falling under the same “sub-head” should be totalled in red ink.

||Payment should be attested by some known person when the payee’s acknowledgment is given by a mark, seal or thumb impression.

†The person actually making the payment should initial (and date) in this column against each payment.

\*\* This signature is necessary only when the officer authorising payment is not the officer who prepares the bill.

FIN. R. FORM No. 15.

P. W. ACCTT. FORM No. 25.

[Final payments must invariably be made on forms printed on yellow paper which should not be used for intermediate payments.]

## RUNNING ACCOUNT BILL A

[See Fin. R. Nos. 205, 207]

(For Contractors.—This form provides for Advance payments as well as payments for measured work.)

Cash Book—Voucher No. 2, dated 3rd March 1919.

Name of Contractor—L. Attar Chand.

Name of Work—Constructing Residential Quarters at Craigdhu, Simla.

Serial No. of this Bill—II.

No. and date of his previous bill for this work—I, dated 21st January 1919.

Reference to Agreement—No. 50 of 1918.

### I.—Account of work executed.

ADVANCE PAYMENTS FOR WORK NOT YET MEASURED.			Items of work (grouped under "sub-heads" and "sub-works" of estimate).	Unit.	Rate.	Quantity executed up to date as per measure- ment book.	PAYMENTS ON THE BASIS OF ACTUAL MEASUREMENTS.				Remarks (with reasons- for delay in adjust- ing pay- ments shown in column 1
Total as per previous bill.	Since* previous bill.	Total up to date.					Up to date.	Since † previous bill.			
1	2	3	4	5	6	7	8	9	10		
Rs.	Rs.	Rs.	(2) Outhouses.		Rs. a. p.		Rs. a.	Rs. a.	Rs. a. p.		
			1. Cutting ..	% c.ft.	10 0 0	96,000	960 0	300 0			
1,000	—1,000	..	2. Dry stone walling ..	% c.ft.	13 0 0	10,000	1,300 0	1,300 0			
			7. Stone in mud masonry ..	% c.ft.	35 0 0	2,400	840 0	840 0			
..	1,500	1,500	8. Deodar woodwork ..	..	..	..	..	..			
			13. Sub-head—								
			Doors and Windows.								
			Battened doors ..	s. ft.	1 0 0	150	150 0	150 0			
			Glazed windows	s. ft.	1 6 0	60	82 8	82 8	232 8 0		
1,000	500	1,500	TOTAL "Out- houses"	..	..	..	3,332	8 2,672	8		
1,000	500	1,500	Total carried over			..	3,332	8 2,672	8		

\* Wherever there is an entry in column 9 on the basis of actual measurement, the whole of the amount previously paid without detailed measurement, should be adjusted by a minus entry in column 2 equivalent to the amount shown in column 1, so that the "Total up to date" in column 3 may become 'Nil'.

† When there are two or more entries in column 9 relating to each sub-head of estimate they should, in the case of works the accounts of which are kept by sub-heads, be totalled and the total recorded in column 10 for posting the Works Abstract.

*Pages 255-256, Form No. 15 (II—Certificates and Signatures)—*

(1) *Delete* the endorsement regarding countersignature and the foot-note.

(2) *Insert* the following as a foot-note against the word “ by ” occurring in paragraph 1, line 2 :—

“ When the Executive Engineer himself takes the measurements the words ‘ me,.....Executive Engineer ’ should be substituted for the words ‘ L. Kidar Nath, Overseer,’ and the subscription ‘ G. C. Roy etc.’ scored out.”

(G.R., P.W.D., 4027/27 dated 22nd September 1930.)

(Correction No. 266, Financial Publication No. I,  
dated 18th July 1931.)

ADVANCE PAYMENTS FOR WORK NOT YET MEASURED.			Items of work (grouped under "sub-heads" and "sub-works" of estimate).	Unit.	Rate.		Quantity executed up to date as per measurement book.	PAYMENTS ON BASIS OF ACTUAL MEASUREMENTS				Remarks (with reasons for delay in adjusting payments shown in column 1)	
Total as per previous bill.	Since previous bill.	Total up to date.						Up to date.	Since previous bill.				
1	2	3	4	5	6	7	8	9		10			
Rs.	Rs.	Rs.			Rs. a.		Rs. a.	Rs. a.	Rs. a.	Rs. a. p.			
1,000	500	1,500	Brought forward ..				3,332	8	2,672	8			
			(4) Rickshaw shed.										
			5. Sub-heads costing less than Rs. 1,000.										
			Cutting ..	% c.ft.	10	0	15,000	150	0	70	0		
			Dry stone walling ..	% c.ft.	13	0	2,600	338	0	117	0		
			Concrete in lime ..	% c.ft.	32	0	300	96	0	96	0		
..	1,000	1,000	3. Stone in lime masonry	..	..	..	..	..	..	..	283	0	0
200	300	500	4. Deodar woodwork ..	..	..	..	..	..	..	..			
200	1,300	1,500	TOTAL "Rickshaw shed"	..	..	..	584	0	283	0			
1,200	1,800	3,000	Total	Total value of work done to date (A)			3,916	8	2,955	3			
	(D)	(B)	Deduct value of work shown on previous bill.				961	0					
Figure (D) in words— Rupees one thousand and eight hundred only			Net value of work since previous bill (F)				2,955	8	2,955	8			
			Figure (F) in words—Rupees two thousand nine hundred and fifty-five and annas eight.										

## II.—Certificates and Signatures.

1. The measurements on which are based the entries in columns 4 to 9 of Account I were made by L. Kidar Nath, Overseer, on 28th February 1919, and are recorded at page 3 of Measurement Book No. 105.

\*2. Certified that in addition to and quite apart from the quantities of work actually executed as shown in column 7 of Account I, some work has actually been done in connection with several items, and the value of such work is, in no case, less than the advance payments as per column 3 of Account I, made or proposed to be made, for the convenience

\* This certificate must be signed by the Sub-Divisional or Divisional Officer.

of the contractor in anticipation of, and subject to the results of, detailed measurement, which will be made as soon as possible.

*Dated signature of officer preparing the bill* { G. C. ROY,—3-3-19.  
(Rank) Sub-Divisional Officer,  
Head Quarters Sub-Division,  
Simla Division.

ATTAR CHAND,—3-3-19.

*Dated signature of contractor.*      \**Dated signature of officer authorising payment.* { \_\_\_\_\_  
(Rank) \_\_\_\_\_

\* This signature is necessary only when the officer who prepares the bill is not the officer who authorises the payment. In such a case two signatures are essential.

## III.—Memorandum of Payments.

			Rs.	a.	p.
1.	Total value of work actually measured, as per Acct. I, Col. 8, Entry (A).		3,916	8	0
2.	Total "Up to date" Advance payments for work not yet measured, as per Acct. I, Col 3, Entry (B).		3,000	0	0
3.	Total (Items 1+2) .. .. .		6,916	8	0
4.	Deduct amount withheld :—				
Figures for Works Abstract.					
Rs.	a.	p.			
296	0	0			
(a). From previous bill as per last Running Account Bill .. .. .			Rs.	a.	
			96	0	
(b) From this Bill .. .. .			296	0	
5. Balance, i.e., "Up to date" pay- (Items 3—4) (K)* ments.			6,524	8	0
6. Total amount of payments already made as per Entry (K), of last Running Account Bill No. I of January 1919, forwarded with accounts for January 1919 .. .. .			2,065	0	0
7. Payments now to be made, as detailed below :—					
{ By recovery of amounts creditable to this work :—			Rs.	a.	p.
357	10	0	357	10	0
{ Value of Deodar wood supplied in 2-19 .. .. .			357	10	0
653	10	0	Total 4 (b) + 7 (a) .. (G)		
{ By recovery of amount creditable to other works or heads of accounts :—					
{ Value of stock supplied in 1-19 for Providing a Storage and Crushing machine at Snowdon. 40 0 0			40	0	0
4,061	14	0	4,061	14	0
4,101	14	0	Total 7 (b) + (c).. (H).		

\* This figure should be tested to see that it agrees with the total of items 6 and 7.

† If the net amount to be paid is less than Rs. 10 and it cannot be included in a cheque the payment should be made in cash, this entry being altered suitably and the alteration attested by dated initials.

Pay Rs. ‡ (4,061-14) Four thousand and sixty-one -14-  
by cheque. ‡

G. C. R.—3rd March 1919.

(Dated initials of Disbursing Officer.)

Received Rs. § (4,459-8) Four thousand, four hundred and fifty-nine -8-  
, as per above memorandum, on account of this work.

(Amount in vernacular.)

Dated the 7th March 1919.

ATTAR CHAND.

Stamp

(Full signature of contractor.)

|| Witness \_\_\_\_\_

Paid by me, *vide* cheque No. 43 H.—69907, dated 3rd March 1919.

K. N.,—7th March 1919,

Overseer.

(Dated initials of person actually making the payment.)

#### IV.—Remarks.

(This space is reserved for any remarks which the Disbursing Officer may wish to record in respect of the execution of work, check of measurements or the state of contractor's account.)

†If the net amount to be paid is less than Rs. 10 and it cannot be included in a cheque the payment should be made in cash, this entry being altered suitably and the alteration attested by dated initials.

‡Here specify the net amount payable, *vide* item 7 (c).

§ The payee's acknowledgment should be for the gross amount paid as per item 7 (*i.e.*,  $a+b+c$ ).

|| Payment should be attested by some known person when the payee's acknowledgment is given by a mark, seal or thumb impression.

FIN. R. FORM No. 16.  
P. W. ACC'T. FORM No. 26.

[Final payments must invariably be made on forms printed on yellow paper which should not be used for intermediate payments.]

### RUNNING ACCOUNT BILL B.

[See Fin. R. Nos. 205, 208]

(For Contractors.—This form provides for (1) Advance Payments, (2) Secured Advances and (3) Payments for measured works.)

Cash Book Voucher No. 42, dated 13th March 1919.

Name of Contractor—Bhima Mal.

Name of Work—Constructing Residential Quarters at Craigdhu, Simla.

Serial No. of this Bill—VI.

No. and date of his previous Bill for this work—V, dated 25th January 1919.

Reference to Agreement—49 of 1918.

#### I.—Account of work executed.

ADVANCE PAYMENTS FOR WORK NOT YET MEASURED.			Items of work (grouped under "Sub-heads" and "Sub- works" of estimate).	Unit.	Rate.		Quantity executed up to date as per measure- ment book.	PAYMENTS ON THE BASIS OF ACTUAL MEASURE- MENTS.				Remarks (with reasons for delay in adjust- ing pay- ments shown in column 1
Total as per previous bill.	Since* previous bill.	Total up to date.						Up to date.		†Since previous bill.		
1	2	3	4	5	6	7	8	9		10		
Rs.	Rs.	Rs.			Rs.	a.	p.	Rs.	a.	Rs.	a.	
..	5,000	5,000	(1) Main Building.									
500	—500	..	2. B r i c k work in lime	%c.ft.	92	0	0	9,594.31	8,826	12	..	..
1,200	—1,200	..	4. D a m p proof course.	%s.ft.	60	0	0	1,755.50	1,053	5	630	0
1,050	—1,050	..	6. Brick in cement	%c.ft.	1	6	0	1,525	2,096	14	2,096	14
1,100	400	1,500	7. Woodwork in trusses	%c.ft.	2	12	0	554.35	1,524	7	1,524	7
..	1,000	1,000	8. Woodwork in floor joists	%c.ft.	2	7	0	1,550	3,778	2	..	..
..	450	450	9. Woodwork in main beams	%c.ft.	3	3	0	127	404	13	..	..
			12. Wrought iron work	%c.ft.	..			..	..	..	..	..
3,850	4,100	7,950	Carried over					17,684	54,251	5		

\* Wherever there is an entry in column 9 on the basis of actual measurement, the whole of the amount previously paid without detailed measurement, should be adjusted by a minus entry in column 2 equivalent to the amount shown in column 1, so that the "Total up to date" in column 3 may become Nil.

† When there are two or more entries in column 9 relating to each sub-head of estimate, they should, in the case of works the accounts of which are kept by sub-heads, be totalled and the total recorded in column 10 for posting the Works Abstract,



## FINANCIAL RULES

ADVANCE PAYMENTS FOR WORK NOT YET MEASURED.			Items of work (grouped under "Sub-heads" and "Sub- work" of estimate).	Unit.	Rate.	Quantity executed up to date as per measure- ment book.	PAYMENTS ON THE BASIS OF ACTUAL MEASURE- MENTS.				Remarks (with reasons for delay in adjust- ing pay- ments shown in column 1).
Total as per previous bill.	Since previous bill.	Total up to date.					Up to date.	Since previous bill.			
1	2	3	4	5	6	7	8	9	10		
Rs.	Rs.	Rs.			Rs. a. p.		Rs. a.	Rs. a.			
3,850	4,100	7,950	Brought over				17,684	5	4,251	5	
			15. Sub-heads costing less than Rs. 1,000.								
			Stone in mud masonry ..	%c.ft.	35 0 0	315	110 4	110 4			
			Dry stone masonry ..	%c.ft.	15 0 0	3,000	450 0	450 0		870-4-0	
			Dhaji walling in stone ..	%c.ft.	35 0 0	900	315 0	315 0			
3,850	4,100	7,950	Total	Total value of work done to date			18,559	9			
	(D)	(B)	(A)	.. ..			18,433	0			
			Deduct value of work shown on previous bill .. ..	.. ..			5,126	9	5,126	9	
			Net value of work since previous (F)	..							
			Figure (F) in words, Rupees five thousand one hundred and twenty-six -9-								

Figure (D) in words—  
Rupees four thousand  
and one hundred only.

## No. 267

*Pages 261-262, Form No. 16 (III—Certificates and Signatures)—*

(1) *Delete* the endorsement regarding countersignature and the foot-note.

(2) *Insert* the following as a foot-note against the word “by” occurring in paragraph 1, line 2 :—

“When the Executive Engineer himself takes the measurements the words ‘me,.....Executive Engineer’ should be substituted for the words ‘Kidar Nath, Overseer,’ and the subscription ‘G. C. Roy, etc.’ scored out.”

(G.R., P.W.D., 4027/27 dated 22nd September 1930.)

(Correction No. 267, Financial Publication No. I,  
dated 18th July 1931.)

Page 261, *Financial Rule Form No. 16, Part II*—Public Works Account Form No. 26—

1. *Delete* all the entries relating to lime and cement in columns 1 to 8.
2. *For* the existing figures “ 21,560 ” and “ -607 ” against (C) and (E) in column 8 *substitute* the figures “ 19,018 ” and “ -557 ” respectively.
3. *For* the words “ minus rupees six hundred and six only ” entered against (E) *substitute* the words “ minus rupees five hundred and fifty-seven only ”.
4. *For* the existing figure “ 22,167 ” against the entry “ Deduct amount outstanding as per entry (C) of previous bill ” *substitute* the figure “ 19,575 ”.

(P.W.D. File P. 145/24/7618.)

(Correction No. 373, Financial Publication No. I,  
dated 10th January 1933.)

**II.—Account of “Secured” advances allowed on the security of materials brought to site.**

Quantity out- standing from previous bill.	Deduct Quantity utilised in work measured since pre- vious bill.	*Quantity out- standing (includ- ing quantity brought to site since previous bill)	Full rate as assess- ed by the Divi- sional Officer.	Descrip- tion of Mate- rials.	Unit.	Reduced rate at which advance is made.	**Up to date amount of advance.	Reference to Divi- sional Officer's written orders au- thorising the advance.	Reasons for non- clearance of advance when out- standing more than three months
1	2	3	4	5	6	7	8	9	10
			Rs. a.			Rs. a.	Rs.	No. Date.	
300,000	21,350	278,650 + 20,000 298,650	46 0	Bricks	0/00	34 8	10,303	3,437 596	10-12-18 7-2-19,
5,000	..	5,000	60 0	Lime	% c. ft.	45 0	2,250	3,437	10-12-18
152	122	30 + 100 130	3 0	Cement	c. ft.	2 4	292		
5,610	610	5,000	2 0	Timber	c. ft.	1 8	7,500		
30	..	30 + 15 45	36 0	Iron	md.	27 0	1,215	(C)	..
Total amount outstanding as per this account							21,560		
Deduct amount outstanding as per entry (C) of previous bill .. .. .							22,167		
Net amount since previous bill (in words) <i>minus</i> rupees six hundred and six only .. .. .							—607	(E)	

\*Entries relating to each description of materials should be posted thus in column 3. First enter the difference between the quantities in columns 1 and 2. Then show below this entry, the quantities, if any, brought to site against which a further advance has been authorised, this entry being prefixed by the *plus* sign. Finally, strike the total of the two entries which will represent the total quantity outstanding.

\*\*Entries in column 8 show the money values of the total quantities outstanding as per column 3.

**III.—Certificates and Signatures.**

1. The measurements on which are based the entries in columns 4 to 9 of Account I were made by L. Kidar Nath, Overseer, on 5th March 1919 and are recorded at page 25 of Measurement Book No. 105.

‡2. Certified that in addition to and quite apart from the quantities of work actually executed as shown in column 7 of Account I, some work has actually been done in connection with several items, and the

• ‡These certificates must be signed by the Sub-Divisional or Divisional Officer.

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value of such work (after deducting therefrom the proportionate amount of secured advance, if any, ultimately recoverable on account of the quantities of materials used therein) is in no case, less than the advance payments as per column 3 of Account I, made or proposed to be made, for the convenience of the contractor, in anticipation of, and subject to the results of, detailed measurement, which will be made as soon as possible.

‡3. Certified (1) that the *plus* quantities of materials shown in column 3 of Account II above have actually been brought by the contractor to the site of the work and the contractor has not previously received any advance on their security, (2) that those materials are of an imperishable nature and are all required by the contractor for use on the work in connection with items for which rates for finished work have been agreed upon, and (3) that a formal agreement in Form 31, signed and executed by the contractor (*vide* rule 221 of the Financial Rules) is recorded in the divisional office.

*Dated signature of officer  
preparing the bill.* { G. C. Roy,—13th March 1919,  
(Rank) Sub-Divisional Officer,  
Head Quarters Sub-Division,  
Simla Division.

BHIMA MAL, § *Dated signature of officer  
authorising payment.* { \_\_\_\_\_  
*Dated signature of Contractor.* { (Rank) \_\_\_\_\_

§ This signature is necessary only when the officer who prepares the bill is not the officer who authorises the payment. In such a case the two signatures are essential.

page 264) for the existing entry "Received Rs. ₹(8,620-9) Eight thousand six hundred and twenty -9-, as per above memorandum on account of this work" *substitute* the following:—

"Received Rs. ₹(8,669-9) Eight thousand six hundred and sixty-nine -9-, as per above memorandum on account of this work."

(P.W.D. File P. 145/24/7618.)

(Correction No. 374, Financial Publication No. I,  
dated 10th January 1933.)

*Page 263, Financial Rule Form No. 16, Part IV—Public Works Account  
Form No. 26—*

1. For the existing figures "21,560, 48,069-9-0, 48,069-9-0, 39,449-0-0 and 8,620-9-0" against items 3, 4, 6, 7 and 8 *substitute* the figures "19,018, 45,527-9-0, 45,527-9-0, 36,858 and 8,669-9-0" respectively.

2. Against sub-item "(c) By cheque†" of item 8, for the existing figures "8,107-9-0" *substitute* the figures "8,156-9-0"; similarly in column for "Figures for works Abstract" the existing figures "8,107-9-0" should be substituted by the figures "8,156-9-0".

3. In the pay order (*vide* page 264) for the existing entry "Pay Rs. †(8,107-9) Eight thousand one hundred and seven -9- by cheque\*" *substitute* the following :—

"Pay Rs. †(8,156-9) Eight thousand one hundred and fifty-six -9- by cheque\*." Similarly in the amount to be acknowledged (*vide* also

## IV.—Memorandum of Payments.

		Rs. a. p.		
1.	Total value of work actually measured, as per Acct. I, Col. 8, Entry (A)	18,559	9	0
2.	Total "Up-to-date" Advance payments for work not yet measured, as per Acct. I, Col. 3, Entry (B)	7,950	0	0
3.	Total "Up-to-date" Secured advances on security of materials, as per Acct. II, Col. 8, Entry (C)	21,560	0	0
4.	Total (Items 1+2+3)	48,069	9	0
5.	Deduct amount withheld :—			
Figures for Works Abstract.		Rs. a. p.		
	(a) From previous bill as per last Running Account Bill.			
	(b) From this bill			
	6. Balance, i.e., "Up-to-date" payments. (Items 4—5) .. (K)*	48,069	9	0
	7. Total amount of payments already made as per entry (K), of last Running Account Bill No. V of January 1919, forwarded with accounts for January 1919.	39,449	0	0
	8. Payments now to be made, as detailed below :—			
	Rs. a. p.			
(a)	By recovery of amounts creditable to this work :—			
	Total 5 (b) + 8 (a) .. (G)			
	By recovery of amounts creditable to other works or heads of accounts :—			
(b)	Deposits—Deduction on account of Security Deposits 513-0-0.	513	0	0
8,107 9 0	(c) By cheque† ..	8,107	9	0
8,107 9 0	Total 8 (b) + (c) .. (H).			

\* This figure should be tested to see that it agrees with the total of items 7 and 8.

† If the net amount to be paid is less than Rs. 10 and it cannot be included in a cheque the payment should be made in cash, this entry being altered suitably and the alteration attested by dated initials.

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Pay Rs. † (8,107/9) Eight thousand one hundred and seven -9- by cheque.\*

G. C. R.,—13th March 1919,  
(Dated initials of Disbursing Officer.)

Received Rs. ‡ (8,620/9) Eight thousand six hundred and twenty /9/, as per above memorandum on account of this work.

(Amount in vernacular)

Dated the 15th March 1919.

BHIMA MAL.

Stamp.

(Full signature of contractor.)

§Witness\_\_\_\_\_

Paid by me, vide cheque No.  $\frac{50H}{69907}$ , dated 13th March 1919.

M. R.,—15th March 1919,  
Cashier.

(Dated initials of person actually making the payment.)

#### V.—Remarks.

(This space is reserved for any remarks which the Disbursing Officer or the Divisional Officer may wish to record in respect of the execution of the work, check of measurements or the state of contractor's account.)

\* If the net amount to be paid is less than Rs. 10 and it cannot be included in a cheque the payment should be made in cash, this entry being altered suitably and the alteration attested by dated initials.

† Here specify the net amount payable, vide item 8 (c).

‡ The payee's acknowledgment should be for the gross amount paid as per item 8 (i.e.,  $a + b + c$ ).

§ Payment should be attested by some known person when the payee's acknowledgment is given by a mark, seal or thumb impression.

FIN. R. FORM No. 17.  
P. W. ACCTT. FORM No. 27.

[Final payments must invariably be made on forms printed on yellow paper which should not be used for intermediate payments.]

## RUNNING ACCOUNT BILL C

[See Fin. R. Nos. 205, 209]

(For Contractors and Suppliers. This form provides only for payments for work or supplies actually measured.)

Cash Book Voucher No. 4, dated 4th March 1919.

Name of Contractor or Supplier—Joti.

Name of Work\*—Additions and alterations to General Post Office Simla.

Purpose of Supply† 1. "Stock."

2. "Purchases" for issue to.....(Contractor)  
direct to work

Serial No. of this Bill—II.

No. and date of his last Bill for this work—I, dated 10th October 1918.

Reference to Agreement—39 of 1918.

### I.—Account of work done or supplies made.

Unit.	Quantity executed (or supplied) up-to-date as per measurement book.	Items of work or supplies (grouped under "sub-heads" and "sub-works" of estimate).	Rate.	AMOUNT.			REMARKS.
				‡Up-to-date.	‡Since previous bill (Total for each sub-head).		
1.	2.	3.	4.	5.	6.		
			Rs. a. p.	Rs.	a.	Rs. a.	
% c.ft.	400	Excavation ..	10 0 0	4	0		
% c.ft.	200	Concrete in lime ..	32 0 0	64	0		
% c.ft.	300	Stone in lime masonry with old stone ..	40 0 0	120	0		
% s.ft.	300	Lime pointing ..	5 0 0	15	0		
% s.ft.	300	1" Deodar glazing ..	1 6 0	412	8		
% s.ft.	230	Vertical planks (labour) ..	7 0 0	16	2		
c.ft.	330	Woodwork ..	2 4 0	742	8		
% s.ft.	1,150	C. I. Sheet roofing ..	70 0 0	805	0		
% s.ft.	1,350	1½" Cheel plank floor	40 0 0	540	0		
		Carried over ..		2,719	2		

\* The full name of the work as given in the estimate should be entered here except in the case of bills for "stock" materials.

† The "purpose of supply" applicable to the case should be filled in and the rest scored out.

‡ If the outlay on the work is recorded by sub-heads, the total for each sub-head should be shown in column 6, and against this total there should be an entry in column 6 also. In no other case should any entries be made in column 6.

## FINANCIAL RULES

[illegible]

## No. 268

*Page 267, Form No. 17 (II—Certificates and Signatures)—*

(1) *Delete* the endorsement regarding countersignature and the foot-note.

(2) *Insert* the following as a foot-note against the word “by” occurring in line 1 :—

“When the Executive Engineer himself takes the measurements the words ‘me,.....Executive Engineer’ should be substituted for the words ‘L. Kidar Nath, Overseer,’ and the subscription ‘G. C. Roy, etc.’ scored out.”

(G.K., P.W.D., 4027/27 dated 22nd September 1930.)

(Correction No. 268, Financial Publication No. I,  
dated 18th July 1931.)

Unit.	Quantity executed (or supplied) up-to-date as per measure- ment book.	Items of work or supplies (grouped under "sub-heads" and "sub-works" of estimate).	AMOUNT.						REMARKS.	
			Rate.			Up to date.		Since previous bill (Total for each sub- head).		
			4	5	6	7				
1	2	3	Rs.	a.	p.	Rs.	a.	Rs.	a.	
		Brought over ..				2,719	2			
Total value of work done or supplies made to date..(A)						2,719	2			
Deduct value of work or supplies shown on previous bill						1,093	14			
Net value of work or supplies since previous bill ..(F)						1,625	4			
Figure (F) in words Rupees one thousand six hundred and twenty-five-4-										

## II.—Certificates and Signatures.

The measurements were made by L. Kidar Nath, Overseer, on 1st March 1919 and are recorded at page 15 of Measurement Book No. 105. No Advance payment has been made previously without detailed measurements.

G. C. ROY,—3-3-19,

*Dated signature of officer  
preparing the bill.*

*(Rank) Sub-Divisional Officer,  
Head Quarters Sub-Division,  
Simla Division.*

*Thumb impression of  
JOTI.*

*Dated signature  
of Contractor.*

*\*Dated signature of officer  
authorising payment.*

*(Rank) \_\_\_\_\_*

\* This signature is necessary only when the officer who prepares the bill is not the officer who authorises the payment. In such a case two signatures are essential.

## III.—Memorandum of Payments.

			Rs. a. p.		
1. Total value of work done, as per Acct. I, Col. 5, entry (A)			2,719	2	0
2. Deduct amount withheld :—					
*Figures for Works Abstract.					
Rs.	a.	p.			
162	9	0			
(a) From previous bills, as per last Running Account Bill			Rs. a.		
(b) From this bill			109 6		
			162 9		
3. Balance, i.e., "Up-to-date" payments.. (Items 1-2) (K)†			2,447	3	0
4. Total amount of payments already made as per entry (K), of last Running Account Bill No. I of October 1918, forwarded with accounts for October 1918			984	8	0
5. Payments now to be made as detailed below :—					
			Rs. a. p.		
(a) { By recovery of amounts creditable to this work :— Value of stock supplied as detailed in the ledger in November 1918..256 12 0 Ditto in January 1919 ..679 2 0 Ditto in February 1919 ..157 0 0			Rs. a. p.		
1,092	14	0	1,092	14	0
Total 2 (b) + 5 (a)..(G)			5	1,462	11 0
			Rs. a. p.		
(b) { By recovery of amounts creditable to other works or heads of accounts :— "Deposits"—Attachment as per order of Munsif, Ambala, No.571 of 1918 .. 250 0 0			250	0	0
250	0	0			
(c) By Cheque‡			119	13	0
119	13	0			
Total 5 (b)+(c)..(H).			369	13	0

\* Not required in the case of bills of suppliers.

† This figure should be tested to see that it agrees with the total of items 4 and 5.

‡ If the net amount to be paid is less than Rs. 10 and it cannot be included in a cheque the payment should be made in cash, this entry being altered suitably and the alteration attested by dated initials.

Pay Rs. \* (119/13/-) one hundred and nineteen/13/-by cheque.†

G. C. R.,—4-3-19,

(Dated initials of Disbursing Officer).

Received Rs. ‡ (1,462/11/-) one thousand four hundred and sixty-two/11/-, as per above memorandum on account of this work.

(Amount in vernacular.

Left hand thumb impression of

Dated the 5th March 1919.

JOTI.

Stamp.

§ Witness—MURLI DHAR. (Full signature of Contractor.)

Paid by me, vide cheque No.  $\frac{4}{69907} \text{ H}$ , dated the 4th March 1919.

M. R.,—5-3-19,

Cashier,

(Dated initials of person actually making the payment).

\* Here specify the net amount payable, vide item 5 (c).

† If the net amount to be paid is less than Rs. 10 and it cannot be included in a cheque the payment should be made in cash, this entry being altered suitably and the alteration attested by dated initials.

‡ The payee's acknowledgment should be for the gross amount paid as per item 5 (i.e.,  $a+b+c$ ).

§ Payment should be attested by some known person when the payee's acknowledgment is given by a mark, seal or thumb impression.

#### IV.—Remarks.

(This space is reserved for any remarks which the Disbursing Officer or the Divisional Officer may wish to record in respect of the execution of the work, check of measurements or the state of contractor's account.)

FIN. R. FORM No. 18  
P. W. ACC'T. FORM No. 28.

## HAND RECEIPT.

[See Fin. R. Nos. 205, 211, 226.]

(To be used as a simple form of voucher for all miscellaneous payments and advances for which none of the special forms 24, 25, 26 and 27 are suitable.)

*Cash Book Voucher No. 14, dated 15th August 1919.*

(1) Pay by <sup>cheque\*</sup><sub>cash</sub> Rupees (20-0-0) *Twenty only* to *Rikhi Ram*  
*Mistri. G. C.,—5-8-19.*

(2) Paid by me† P. D.,—15-8-19.

*RECEIVED from the Sub-Divisional Officer in charge of Mailsi Sub-Division the sum of Rs. (20-0-0) Twenty only*

*Name of work ‡ or purpose for which payment is made—My pay for 20 days (11th to 30th) of June 1919, at Rs. 30 per mensem, chargeable to Silt clearance, Mailsi Canal—vide Item 2 of Pay Bill (Form 29) for June 1919 (Voucher No. 27 for July 1919).*

(Amount in vernacular.)

*The 15th August 1919.*

RIKHI RAM MISTRI,  
*Signature of payee.*

Stamp.

§ *Witness* \_\_\_\_\_

\* The officer authorising payment should initial and date the pay order after scoring out the word, 'cheque' or 'cash' as the case may be.

† The person actually making the payment should initial and date payment certificate (2).

‡ In the case of works the accounts of which are kept by sub-heads the amount chargeable to each sub-head should be specified by the disbursing officer.

§ Payment should be attested by some known person when the payee's acknowledgment is given by a mark, seal or thumb impression.



FIN. R. FORM No. 19

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P. W. ACCTT. FORM No. 30

Cash Book Voucher No. 56.

[See Fin. R. Nos. 205, 212]

# ACCOUNT OF PETTY CONTRACTORS for the

Name of Work—Excavating the Dhunniwala Feeder Channel.

*Name of Contractor, and reference to Agreement.	Items of work (grouped under "sub-heads" and "sub-works" of estimate).	WORK DONE.												Deduct value of work shown on previous bill.	Net value of work since previous bills.
		UP TO DATE.													
		Reference to recorded measurements and date.			Quantity.	Rate.			Unit.	Amount.					
		3	4	5		6	7	8		9					
1	2	Book No.	Page No.	Date	cft.	Rs.	a.	p.		Rs.	a.	Rs.	a.	Rs.	a.
Final Transactions.															
Veroo Ode (W. O. No. 26, dated 1-7-18).	Earthwork R. D. 7800-7400.	75	25	2-1-19	39,596	6	6	0	%.	252	7	133	0	119	7
Ganeshi Ode (W. O. No. 27, dated 1-7-18).	Earthwork R. D. 8000-7900.	75	26	2-1-19	40,129	6	6	0	%.	255	13	209	0	46	13
Umar Din Ode (W. O. No. 30, dated 10-7-18).	Earthwork R. D. 6800-6800.	75	35	3-1-19	68,000	4	0	0	%.	272	0	240	0	32	0
Nawab Din (W. O. No. 28, dated 1-7-18).	Earthwork R. D. 8800-8900.	75	39	3-1-19	16,500	5	0	0	%.	82	8	80	0	2	8
Total, Final Transactions carried over										862	12	662	0	200	12

- \* Final and intermediate transactions should be arranged in two groups, each being totalled.  
† Totals A and C of columns 3 and 11 should agree, respectively, with entries B and D of the last.  
‡ In the case of works the accounts of which are kept by sub-heads the amounts relating to all items  
§ Payment should be attested by some known person when the payee's acknowledgment is given  
|| The person actually making the payment should initial (and date) in this column, against each  
¶ This signature is necessary only when the officer authorising payment is not the officer who

18	120	0	132	7	252	7	..	Thumb impression of Veroo, 25-1-19.	Ramdial, 25-1-19.	F. M., 25-1-19.	Cheque 19 R. No. 2102, dated 25-1-19.
10-10-18											
17	180	0	75	13	255	13	..	Ganeshi Ode, 17-1-19.	....	F. M., 17-1-19.	Cheque 9 R. No. 2102, dated 17-1-19.
12-11-18											
20	200	0	72	0	272	0	..	Umar Din, 23-1-19.	....	F. M., 23-1-19.	Cheque 17 R. No. 2102, dated 23-1-19.
19-12-18											
20	80	0	2	8	82	8	..	Nawab Din, 23-1-19.	....	F. M., 23-1-19.	Cash.
19-12-18											
580	0	282	12	862	12	..					

*Intermediate Transactions  
on Open Accounts.*

						Brought over...				862	12	662	0	200	12
<i>Intermediate Transactions on Open Accounts.</i>															
Mukh Ram (W. O. No. 17, dated 20-6-18).	Earthwork R. D. 4000- 4600.	75	40	3-1-19	2,02,000	6	0	0	%.	1,212	0	1,170	0	42	0
Mohamad Ishaq (W. O. No. 21, dated 20-6-18).	Earthwork R. D. 6848- 7500.	75	42	3-1-19	28,000	6	0	0	%.	168	0	..	..	168	0
Roshan Lal (W. O. No. 22, dated 20-6-18).	Earthwork R. D. 8660- 9300.	75	44	3-1-19	97,000	6	0	0	%.	582	0	442	0	140	0
Nathoo (W. O. No. 30, dated 1-7-18).	Earthwork R. D. 2000- 2200.	75	20	2-1-19	61,361	6	6	0	%.	391	8	360	0	31	3
Nand Lal (W. O. No. 67, dated 15-8-18).	Earthwork R. D. 7750- 7800.	57	45	3-1-19	19,000	6	0	0	%.	114	0	105	0	9	0
Dat Ram (W. O. No. 82, dated 9-9-18).	Earthwork R. D. 7400- 7420	75	23	2-1-19	7,450	6	6	0	%.	47	8	..	..	47	8
Carried over ..										2,514	11	2,077	0	437	11
										862	12	662	0	200	12

FIN. R. FORM No. 19.

P. W. ACCTT. FORM No. 30.

month of January 1919 of the Balloki Division.

No. of this Account—VI.

PAYMENTS MADE.										Balance due to Contractor.	Payee's acknowledgment with date.	Dated signature of witness.	DATED CERTIFICATE OF DISBURSEMENT.	Mode of payment Cash or cheque (No. and date)	
TO END OF PREVIOUS MONTH.		Amount.	This month		TOTAL.		Rs. a.		Rs. a.						
Cash Book voucher No. and date.	10		11	12	13	14	15	16	17						18
		Rs. a.	Rs. a.	Rs. a.	Rs. a.	Rs. a.	Rs. a.								
		580 0	282 12	862 12	...	...									
		1,980 0	410 8	2,390 8	124 3										
		1,980 0	410 8	2,390 8	124 3										
		2,560 0	693 4	3,253 4	124 3										
		2,494 12	...	2,494 12	241 15										
		5,054 12	693 4	5,748 0	366 2										
		C													
date" totals of accounts closing during the month.				862 12											
totals of accounts remaining open at close of the month.				4,885 4											
				D											

in cash and Rs. (682-12-0)  
by cheque.

Signature

Rank

} Officer preparing the Account.

Fateh Mohamad

Signature

} Officer authorising payment.

Sub-Divisional Officer. Rank.

separately.  
account.  
falling under the same "sub-head" should be totalled in red ink;  
by a mark, seal or thumb impression.  
payment.  
prepares the account.



FIN. R. FORM No. 20.  
P. W. ACCT. FORM No. 31.

## INDENTURE FOR SECURED ADVANCES.

[See Fin. R. No. 219]

(For use in cases in which the contract is for finished work and the contractor has entered into an agreement for the execution of a certain specified quantity of work in a given time.)

THIS INDENTURE made the            day of            192 BETWEEN  
(hereinafter called "the Contractor" which expression shall where the context so admits or implies be deemed to include his heirs executors administrators and assigns) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called "the Secretary of State" which expression shall where the context so admits or implies be deemed to include his successors in office and assigns) of the other part.

WHEREAS by an agreement dated            (hereinafter called the said agreement) the Contractor has agreed            to perform the undermentioned works (hereinafter referred to as the said works):—

(Here enter the description of the works.)

AND WHEREAS the Contractor has applied to the \*

for an advance to him of Rupees

(Rs.            ) on the security of materials absolutely belonging to him and brought by him to the site of the said works the subject of the said agreement for use in the construction of such of the said works as he has undertaken to execute at rates fixed for the finished work (inclusive of the cost of materials and labour and other charges) AND WHEREAS the Secretary of State has agreed to advance to the Contractor the sum of Rupees            (Rs.            ) on the security of materials the quantities and other particulars of which are detailed in Part II of a Running Account Bill (B) for the said works signed by the Contractor on            and on such covenants and conditions as are hereinafter contained and the Secretary of State has reserved to himself the option of making any further advance or advances on the security of other materials brought by the Contractor to the site of the said works.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the sum of Rupees            (Rs.            ) on or before the execution of these presents paid to the Contractor by the Secretary of State (the receipt whereof the Contractor doth hereby acknowledge) and of such further advances (if any) as may be made to him as aforesaid (all of which advances are hereinafter collectively referred to as the said amount) the Contractor doth hereby assign unto the Secretary of State the said materials by way of security for the said amount            and doth hereby covenant and agree with the Secretary of State and declare as follows:—

(1) That the said sum of Rupees

(Rs.            ) so advanced by the Secretary of State to the Contractor as aforesaid and all or any further sum or sums advanced

\* Here state the designation of the Government servant concerned.

as aforesaid shall be employed by the Contractor in or towards expediting the execution of the said works and for no other purpose whatsoever.

(2) That the materials detailed in the said Running Account Bill (A) which have been offered to and accepted by the Secretary of State as security for the said amount are absolutely the Contractor's own property free from encumbrances of any kind and the Contractor will not make any application for or receive a further advance on the security of materials which are not absolutely his own property and free from encumbrances of any kind and the Contractor hereby agrees at all times to indemnify and save harmless the Secretary of State against all claims whatsoever to any materials in respect of which an advance has been made to him as aforesaid.

(3) That the said materials detailed in the said Running Account Bill (B) and all other materials on the security of which any further advance or advances may hereafter be made as aforesaid (hereinafter called the said materials) shall be used by the Contractor solely in the execution of the said works in accordance with the directions of the Executive Engineer Division (hereinafter called the Executive Engineer) and in the terms of the said agreement.

(4) That the Contractor shall make at his own cost all necessary and adequate arrangements for the proper watch safe custody and protection against all risks of the said materials and that until used in construction as aforesaid the said materials shall remain at the site of the said works in the Contractor's custody and at his own risk and on his own responsibility and shall at all times be open to inspection by the Executive Engineer or any officer authorised by him. In the event of the said materials or any part thereof being stolen destroyed or damaged or becoming deteriorated in a greater degree than is due to reasonable use and wear thereof the Contractor will forthwith replace the same with other materials of like quality or repair and make good the same as required by the Executive Engineer and the materials so brought to replace the said materials or the materials so repaired and made good shall also be considered as security for the said amount.

(5) That the said materials shall not on any account be removed from the site of the said works except with the written permission of the Executive Engineer or an officer authorised by him on that behalf.

(6) That the said amount shall be repayable in full when or before the Contractor receives payment from the Secretary of State of the price payable to him for the said works under the terms and provisions of the said agreement PROVIDED THAT if any intermediate payments are made to the Contractor on account of work done then on the occasion of each such payment the Secretary of State will be at liberty to make a recovery from the Contractor's bill for such payment by deducting therefrom the value of the said materials than actually used in the construction and in respect of which recovery has not been made previously the value for this purpose being determined in respect of



each description of materials at the rates at which the amounts of the advances made under these presents were calculated.

(7) That if the Contractor shall at any time make any default in the performance or observance in any respect of any of the terms and provisions of the said agreement or of these presents the total amount of the advance or advances that may still be owing to the Secretary of State shall immediately on the happening of such default be repayable by the Contractor to the Secretary of State together with interest thereon at twelve per cent. per annum from the date or respective dates of such advance or advances to the date of repayment and with all costs charges damages and expenses incurred by the Secretary of State in or for the recovery thereof or the enforcement of this security or otherwise by reason of the default of the Contractor and any moneys so becoming due and payable shall constitute a debt due from the Contractor to the Secretary of State and the Contractor hereby covenants and agrees with the Secretary of State to repay and pay the same respectively to him accordingly.

(8) That the Contractor hereby charges all the said materials with the repayment to the Secretary of State of the said sum of Rupees

(Rs. ) and any further sum or sums advanced as aforesaid and all costs charges damages and expenses payable under these presents PROVIDED ALWAYS and it is hereby agreed and declared that notwithstanding anything in the said agreement and without prejudice to the powers contained therein if and whenever the covenant for payment and repayment hereinbefore contained shall become enforceable and the money owing shall not be paid in accordance therewith the Secretary of State may at any time thereafter adopt all or any of following courses as he may deem best:—

(a) Seize and utilise the said materials or any part thereof in the completion of the said works on behalf of the Contractor in accordance with the provisions in that behalf contained in the said agreement debiting the Contractor with the actual cost of effecting such completion and the amount due in respect of advances under these presents and crediting the Contractor with the value of work done as if he had carried it out in accordance with the said agreement and at the rates hereby provided. If the balance is against the Contractor he is to pay the same to the Secretary of State on demand.

(b) Remove and sell by public auction the seized materials or any part thereof and out of the moneys arising from the sale retain all the sums aforesaid repayable or payable to the Secretary of State under these presents and pay over the surplus (if any) to the Contractor.

(c) Deduct all or any part of the moneys owing out of the security deposit or any sum due to the Contractor under the said agreement.

(9) That except in the event of such default on the part of the Contractor as aforesaid interest on the said advance shall not be payable.

(10) That in the event of any conflict between the provisions of these presents and the said agreement the provisions of these presents shall prevail and in the event of any dispute or difference arising over the construction or effect of these presents the settlement of which has not been hereinbefore expressly provided for the same shall be referred to the Superintending Engineer Circle whose decision shall be final and the provisions of the Indian Arbitration Act for the time being in force shall apply to any such reference.

In WITNESS whereof the\* by order of the Governor of Bombay in Council for and on behalf of the Secretary of State for India in Council and the said† have hereunto set their respective hands and seals the day and year first above written.

Signed Sealed and delivered by\* the  
said in the presence of

1st witness

2nd witness

Signed sealed and delivered by  
in the presence of†

1st witness

2nd witness.

---

\* Here enter the designation of the P.W.D. Officer concerned.

† Here enter the name of the contractor.

FIN. R. FORM No. 21.  
P. W. ACCT. FORM No. 29.

# PAY BILL OF WORK-CHARGED ESTABLISHMENT.

[See Fin. R. No. 226]

No. of Voucher—27. Month of Payment—July 1919.

Name of Sub-division—Mailsi. Name of Section—Kehror.

Bill for the month of June 1919.

Item No.	Name of Incumbent.*	Designation.	Period.	Rate.	Amount due.	Amount paid.†	Dated acknowledgment of payee.	Dated initials of officer making payment.
<i>Silt clearance Mailsi Canal—vide Divisional Officer's No. 421, dated 5th April 1919.</i>								
1	Abdur Rahman.	Earthwork Mistri.	Full month ..	40	Rs. 40 0 0	Rs. 40 0 0	Abdur Rahman, 5th July 1919.	P. D., 5th July 1919.
2	Rikh Ram ..	Ditto ..	20 days (11th to 30th).	30	20 0 0	..	Unpaid.	
Total ..					60 0 0	40 0 0		
<i>Constructing a dispensary at Kehror—vide Divisional Officer's No. 322, dated 1st/3rd March 1919.</i>								
3	Nabi Bakhsh	Mason Mistri.	Full Month ..	35	35 0 0	35 0 0	Nabi Bakhsh, 10th July.	P. D., 10th July.
4	Hira ..	Ditto ..	Ditto ..	25	25 0 0	25 0 0	Hira, 10th July.	P. D., 10th July.
Total ..					60 0 0	60 0 0		
<i>Annual repairs to Mailsi Canal—vide Divisional Officer's No. 323, dated 4th March 1919.</i>								
5	Ghulam Farid.	Earthwork Mistri	Full month ..	30	30 0 0	30 0 0	Ghulam Farid, 5th July.	P. D., 5th July.
6	Ram Bakha ..	Ditto ..	17 days (8th to 24th).	30	17 0 0	17 0 0	Ram Bakha, 5th July.	P. D., 5th July.
7	Bihari Lal ..	Ditto ..	6 days (25th to 30th).	30	6 0 0	6 0 0	Bihari Lal, 5th July.	P. D., 5th July.
Total ..					53 0 0	53 0 0		
<i>Constructing Canal road from Kehror to Mailsi—vide Divisional Officer's No. 406, dated 12th April 1919.</i>								
8	Mura Ali ..	Engine Driver.	Full month ..	50	50 0 0	..	Unpaid.	
9	Amin Chand ..	Ditto ..	Ditto ..	45	45 0 0	45 0 0	Amin Chand, 6th July.	P. D., 6th July.
10	Gama ..	Mistri ..	Ditto ..	30	30 0 0	30 0 0	Gama, 6th July.	P. D., 6th July.
11	Pir Ghulam ..	Road Inspector.	20 days (11th to 30th).	60	40 0 0	40 0 0	Pir Ghulam, 6th July.	P. D., 6th July.
Total ..					165 0 0	115 0 0		
Carried forward ..					338 0 0	268 0 0		

\*Names should be grouped by works, the name of the work and reference to orders sanctioning the establishment therefor, being written in red ink across the page, above the entries relating to each group.  
†The total for each work should be entered in red ink.



FIN. R. FORM No. 22.

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P. W. ACCTT. FORM No. 35.

## DETAILED STATEMENT OF EXPENDITURE OF MATERIALS

[See Fin. R. Nos. 235,

Name of Work—Constructing

TOTAL\* ISSUES TO THE WORK.

	Description of materials.	†PRINCIPAL ITEMS.			
		Ballast.	Lime.	Surkhi.	Bricks.
	Unit.	C.ft.	Mds.	C.ft.	No.
Estimated requirements.	Quantity..	11,340	4,315	18,790	1,051,525
	Value ..	1,361	4,315	3,362	15,773
Balance brought forward from previous statement to end of March 1919.		850 5,000	3,000 3,000	2,135 12,000	12,000 800,000
During April 1919 ..					
Purchases :—					
Kalu Ram and Sons, Suppliers.	....		1,340 1,340		
Fatteh Jang, Supplier ...		806 6,200			
Carriage charges on bricks (Vr. 50 for 4-19).	....			....	1,000
Stock :—					
As per Form 10 ..	....		....	....	2,000 200,000
Total for the month		806 6,200	1,340 1,340	.... ....	3,000 200,000
To end of April 1919 ..		1,456 1,200	4,340 4,340	2,135 12,000	15,000 1,000,000

\* Sales and transfers of materials should

† Both quantities and values should be shown, values being posted

‡ Only values should be shown

FIN. R. FORM No. 22.  
P. W. ACCT. FORM No. 35.

# COMPARED WITH ESTIMATED REQUIREMENTS.

238, 240 (b) (c), 244]

Clerks' quarters at Badruddin.

R. S. Beams.	Iron.		Petty items.†	Total.‡	Dated Initials of Subdivisional Officer.	Dated Initials of Divisional Accountant in token of check.
Cwt.	Mds.					
362	27	..	..	....		
9,050	675	..	50	34,586		
10,400 400	750 30	.. ..	.. ..	28,935 ....		H. R. 5-5-19.
....	..	..	..	5,146		
10,400 400	750 30	.. ..	..	34,081	D. S. 26-4-19.	H. R. 5-5-19

be treated as *minus* issues.

in red ink just above the corresponding entries of quantities.  
in these two columns.

## DETAILED STATEMENT OF EXPENDITURE OF MATERIALS

• [See Fin. R. Nos. 235,

Name of Work—Constructing

TOTAL\* ISSUES TO THE WORK.

	of Description materials.	†PRINCIPAL ITEMS.			
		Ballast.	Lime.	Surkhi.	Bricks.
	Unit.	C.ft.	Mds.	C.ft.	No.
Estimated requirements.	Quantity..	11,340	4,315	18,790	1,051,525
	Value ..	1,361	4,315	3,362	15,773
During May 1919.					
Purchases :—					
Fatteh Jang, Supplier ..		19-8-0 150			
Kalu Ram and Sons, Suppliers.		....	....	1,190 7,000	
Stock :—					515
As per Form 10 ..		....	....	....	51,500
Total for the month		19-8-0 150	.... ....	1,190 7,000	515 51,500
To end of May 1919		1,475-8-0 11,350	4,340 4,340	3,325 19,000	15,515 1,051,500
During June 1919 ..					
Carriage charges for bricks (Vr. 29 for June 1919).		....	....	....	257-8-0
Lime transferred to "Constructing a Police Station at Badruddin."		....	— 20 — 20	....	
Total for the month		.... ....	— 20 — 20	.... ....	257-8-0 ....
To end of June 1919..		1,475-8-0 11,350	4,320 4,320	3,325 19,000	15,772-8-0 1,051,500

\* Sales and transfers of materials should

† Both quantities and values should be shown, values being posted

† Only values should be shown



COMPARED WITH ESTIMATED REQUIREMENTS--*contd.*

238, 240 (b) (c), 244]

Clerks' quarters at Badruddin.

R. S. Beams.	Iron.		Petty items.†	Total.‡	Dated Initials of Subdivisional Officer.	Dated Initials of Divisional Accountant in token of check.
Cwt.	Mds.					
362	27	..	..	....		
9,050	675	..	50	34,586		
		..	40			
....	..	..	40	1,764-8-0		
10,400	750	..	40	35,845-8-0	D. S. 28-5-19.	H. R. 5-6-19.
400	30	..				
....	....	....	....	237-8-0		
10,400	750	..	40	36,083	D. S. 26-6-19.	H. R. 4-7-19.
400	30	..				

be treated as *minus* issues.in red ink just above the corresponding entries of quantities.  
in these two columns.

## REPORT OF THE VALUE AND

AT SITE

[See Fin. R.

Work—Constructing clerks' quarters

Statement showing the quantities and values of materials

NAME OF SUB- HEAD OF WORK.	UP TO DATE "PRO- GRESS."	DESCRIPTION.		* PRINCIPAL		
				BALLAST.	LIME.	STREKH.
		UNIT.		cft.	mds.	cft.
		VALUE.		1,475-8-0	4,320	3,325
		QUANTITIES.		11,350	4,320	19,000
	Unit.	Quan- tity.	Rate,	18%	1	17-8%
Pucca Masonry ..	cft.	81,150		....	3,246 3,246	2,556-4-0 14,607
Arch Masonry ..	"	9,100		....	455 455	318-8-0 1,820
Concrete ..	"	9,450		1,474-3-0 11,340	614 614	413-8-0 2,363
R. S. Beams ..	cwt.	362		....	..	..
Ironwork ..	mds.	25		..	..	..
Stone mantle pieces ..	No.	29		..	..	..
Stone mantle pieces, small.	"	28		..	..	..
				1,474-3-0	4,315	3,288-4-0
B.—Total used in construction.				11,340	4,315	18,790

\*Both quantities and values should be shown, values being posted in red ink just above

†Only values should be shown in these two columns.

‡The quantity used in construction should be calculated on the basis of the quantities general use locally.

FIN. R. FORM No. 23.  
P. W. ACCTT. FORM No. 37.

# VERIFICATION OF UNUSED MATERIALS.

OF

No. 240, 241, 243.]

at Badruddin as on 30th June 1919.

issued to the work and of those used† in construction.

ITEMS.			† PETTY ITEMS.	† TOTAL.	
BRICKS.	R. S. BEAMS.	IRON.			
No.	cwt.	mds.			
15,772-8-0	10,400	750	40	36,083	Total issues to date as per form 35. A
1,051,500	400	30			
15%	26	25			
13,998-6-0 933,225	..	..	..	..	19,800-10-0
1,774-8-0 118,300	..	..	..	..	2,548
....	..	..	..	..	2,501-11-0
....	9,412 362	..	..	..	9,412
....	..	675 27	..	..	675
....	..	..	..	26	26
....	..	..	..	14	14
15,772-14-0	9,412	675	..	40	34,977-5-0
1,051,525	362	27			

the corresponding entries of quantities.

of work executed, such authorised formulæ being adopted for the purpose as may be in

DESCRIPTION OF MATERIALS.	PRINCIPAL		
	BALLAST.	LIME.	SURKHI.
UNIT.	cft.	mds.	cft.
A.—Total issues as per Form 35	1,475-8-0 11,350	4,320-0-0 4,320	3,325-0-0 19,000
B.—Total used in construction as per statement overleaf.	1,474-3-0 11,340	4,315-0-0 4,315	3-288-4-0 18,780
C.—Paper balances of unused materials (i.e., A minus B).	- 1-5-0 10	5-0-0 5	36-12-0 210
D.—Actual balances after verification.	5-14-0 45	....	12-2-0 70
E.—Differences (i.e., C minus D).	-4-9-0 -35	5-0-0 5	24-8-0 140
	1	2	3
F.—Remarks explaining action taken to adjust the differences as per line E and, if the work has been completed, to dispose of the surplus balances as per line D.	(1) Due to less wastage. May be credited. (2) Trifling. May be debited to Pucca. (3) Shortage under enquiry. (4) Trifling. May be credited to Pucca. (5) Shortage under enquiry. (6) Shortage already written off on S. E.'s		

\*1. Certified that the quantities of principal items and the value of the petty item basis of the quantities of the work actually done.

\*2. Certified that the quantities of the actual balances recorded against line D, are to the Divisional office as per this office No. .... dated. .... 19 ..

\*4. The balances of unused materials were not verified at any time during the year

\*5. The balances of unused materials were not verified at any time during the year

Dated 4th July 1919.

\*The certificates not applicable to the case should be scored out.

Dated 8th July 1919.

#### DIVISIONAL

1. The entries relating to the quantities used in construction are
2. The Surplus balances as per item D should be disposed of as  
The R. S. Beams should be transferred to S. D. O., Headworks.
3. (Here enter remarks and orders regarding adjustment of losses and differences as Items (3) and (5). Await S. D. O.'s further report.  
Other items may be adjusted as recommended by the S. D. O.

Dated 10th July 1919.

ITEMS.

BRICKS.	R. S. BEAMS.	IRON.		PETTY ITEMS.	TOTAL.	
No.	cwt.	mds.				
15,772-8 0 1,051,500	10,400-0-0 400	750-0-0 30	..	40-0-0	36,083-0-0	
15,772-14-0 1,051,525	9,412-0-0 362	675-0-0 27	..	40-0-0	34,977-5-0	
—0-6-0 —25	988-0-0 38	75-0-0 3	..	..	1,105-11-0	
1-0-0 65	390-0-0 15	..	..	..	409-2-0	
—1-6-0 —90	598-0-0 23	75-0-0 3	..	..	696-9-0	
4	5	6	7	8	9	etc.

to Concrte.

Masonry.

Masonry.

No. 52, dated the 4th January 1919. The surplus materials may be sold.

as shown in the above statement, have been worked out as accurately as possible on the

(the results of verification made by me on 30th June 1919.

on.....19, and that the necessary report in this form was submitted

19-19, as the accounts of this work are expected to be closed within three months.

19-19, as the work was not under construction prior to January of that year.

DEVI SINGH,  
Sub-Divisional Officer.

Checked.

HAKIKAT RAI,  
Divisional Accountant.

OFFICER'S ORDERS.

approved.

under:—

Other stores may be auctioned.

per item E.).

W. T. JOHN,  
Divisional Officer.

FIN. R. FORM No. 24.  
P. W. ACCTT. FORM No. 45.

## COMPLETION STATEMENT OF WORKS AND REPAIRS.

[See Fin. R. No. 252, 253]

Completion Statement of Works and Repairs completed during the month of July 1919, the outlay on which has not been recorded by sub-heads and the actual expenditure on which is in excess of the sanctioned estimate by an amount greater than that which the Divisional Officer is empowered to pass.

Item No.	Name of estimate.	SANCTION.			Amount of estimate.	Expended.	Excess.*	Percentage of excess.	Remarks.
		Authority.	No.	Date.					
	41—CIVIL WORKS.				Rs.	Rs.	Rs.		
	<i>Original Works—Buildings—Education.</i>								
1	Constructing High School at Kasur.	Supdg. Engr.	5726	11-10-18	26,000	26,780	780	3.0	
	<i>Original Works—Buildings—Medical.</i>								
2	Additions and alterations to Dispensary at Montgomery	Supdg. Engr.	6230	15-11-18	15,000	15,600	600	4.0	
	<i>Original Works—Communications.</i>								
3	Constructing a road from Atari to Jallo	Supdg. Engr.	3232	14-8-18	20,500	21,115	615	3.0	

G. C. DASS,

Divisional Officer,

Dated the 15th August 1919.

1st Lahore Provincial Division.

\*In cases in which the Completion Statement is utilised instead of a revised estimate under rule 196 of the Financial Rules sufficient details must be given if the excess is more than 5 per cent.

FIN. R. FORM No. 25.  
P. W. ACCTT. FORM No. 44.

# DETAILED COMPLETION REPORT.

[See Fin. R. No. 252, 253]

DIVISION—Sargodha Division, Lower Jhelum Canal.

NAME OF WORK—Constructing outhouses for Canal Officers' Quarters at Sargodha.

Amount of estimate.. Rs. 7,904

Expenditure .. ,, 8,902

Excess .. ,, 998

Percentage of excess.. 12.6.

Date of commencement—7th March 1918.

Date of completion—8th August 1918.

*Names of Engineers and Subordinates by whom the work was supervised.*

Names.	PERIOD OF INCUMBENCY.	
	From	To
<i>Immediate Charge.</i>		
M. Munir Khan, Overseer .. ..	7-3-1918	8-8-1918.
<i>Sub-Divisional Officers.</i>		
L. Piyare Lal, Sub-Engineer .. ..	7-3-1918	15-6-1918.
M. Feroz Din, Assistant Engineer .. ..	16-6-1918	8-8-1918.
<i>Divisional Officer.</i>		
L. Sangamlal .. ..	7-3-1918	8-8-1918.

Explanation of Excesses.

- (1) 500 cft. was wrongly provided for in the estimate under Kacha Pucca Brickwork instead of under Pucca Brickwork.
- (2) Due to sudden rise in the price of iron.

Name of Work—Constructing outhouses for Canal Officers' Quarters at Sargodha.

Major Head—55.

Minor Head—Works.

Detailed head of classification—Main Canal and Branches, Main Line—K. Buildings.

Reference to last schedule docket submitted—No. 12, for the month of October 1918.

Authority—Secretary, I. B., Punjab, No. 784, dated 21st February 1918.

Sub-heads of estimate.	AS ESTIMATED.			AS EXECUTED.			DIFFERENCES.*			Reference to paragraphs overleaf explaining excesses.
	Quantity.	Rate.	Amount.	Quantity.	Rate.	Amount.	Quantity.	Rate.	Amount.	
			Rs.			Rs.			Rs.*	
Concrete ..	3,549	28/	994	3,549	28/	994				
Pucca Brickwork ..	1,722	31/	534	2,222	31/	689	500	31/	155	(1)
„ Arch masonry.	2,430	35/	851	2,430	35/	851				
Kacha pucca masonry ..	5,820	20/	1,164	5,320	20/	1,064	500	20/	100	(1)
Rolled Steel Beams.	87·42	20/	1,748	87·42	30/	2,623	87·42	10/	875	(2)
Doors and Windows.	675	/14/	591	675	/14/	591				
Other Sub-heads costing less than Rs 1,000 ..	..	..	2,022	..	..	2,090	..	..	68	(2)
TOTAL		Rs.	7,904		Rs.	8,902		Rs.	998	

\*Excesses to be entered in red ink; Savings in black ink.

Dated the 10th November 1918.

SANGAMLAL  
Divisional Officer.

N.B.—In the case of original works and special repairs, if any considerable deviations from the sanctioned design have occurred, the report, specification, drawings and details of measurement of the work actually done in the same form as the estimate should accompany the Completion Report.



[G. of I. letter No. 10235-A.  
dated 18th December 1924].

*Form of Mortgage.*

† Insert a date or four years as the case may be from the date of commencement of repayment of the loan. Where possible the land should also be described by reference to Government map or survey.

shall not be repaid on that date will pay interest in accordance with the said Code. AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid he the mortgagor doth hereby convey transfer and assure unto the mortgagee ALL that piece of land situate in the district of registration district of sub-registration district of containing more or less now in the occupation of the mortgagor and bounded on the North by on the South by on the East by and on the West by together with the dwelling-house and the out-offices, stables, cook-rooms and out-buildings now erected or hereafter to be erected on the said piece of land together with all rights, easements and appurtenances to the said hereditaments or any of them belonging TO HOLD the said hereditaments with their appurtenances including all erections and buildings hereafter erected and built on the said piece of land unto and to the use of the mortgagee absolutely subject to the proviso for redemption hereinafter contained PROVIDED ALWAYS that if and as soon as the said advance of rupees [and of such further sums as may have been paid as aforesaid]† made upon the security of these presents shall have been repaid and interest thereon calculated according to the said Code by the deduction of monthly instalments of the salary of the mortgagor as in the said Code mentioned or by any other means whatsoever then and in such case the mortgagee will upon the request and at the cost of the mortgagor re-convey, re-transfer or re-assure the said hereditaments unto and to the use of the mortgagor or as he may direct AND it is hereby agreed and declared that if there shall be any breach the by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service before the said sum of rupees [and any further sums as may have been paid as aforesaid] and interest thereon calculated according to the said Code shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said hereditaments or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby AND to do and execute all such acts and assurances for effectuating any such sale as the mortgagee shall think fit AND it is hereby declared that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that the mortgagee shall hold the moneys to arise from any sale in pursuance of the aforesaid power UPON TRUST in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus (if any) to the mortgagor AND it is hereby agreed and declared that the said Code shall be deemed and taken to be part of these presents.

\* Delete words in crotchets if advance is not to be by instalments.

The mortgagor hereby covenants with the mortgagee that he the mortgagor will during the continuance of this security observe and perform all the provisions and conditions of the said Code on his part to be observed and performed in respect of these presents and the said hereditaments.

IN WITNESS whereof the mortgagor hath hereunto set his hand the day and year first above written.

Signed by the said (Mortgagor)

in the presence of

1st witness,

Address

Occupation

2nd witness

Address

Occupation

(The deed should be registered.)

NOTE.—There must be two witnesses to a mortgage.

FIN. R. FORM No. 27.  
C. A. C. FORM No. 22.  
[G. of I. letter No. 10235-A,  
dated 18th December 1924].

[See Fin. R. No. 294.]

*Form of Mortgage for House Building Advances granted to officers who do not possess full proprietary rights in the land upon which they intend to build a house.*

THIS INDENTURE made the                      day of

BETWEEN

of

a Civil Officer of

(hereinafter called the mortgagor which term shall where not repugnant to the context include his heirs, executors and administrators and assigns) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter referred to as the mortgagee which term shall where not repugnant to the context include his successors and assigns) of the other part.

WHEREAS the mortgagor is entitled to the piece of land ; hereditaments and premises hereinafter described under a lease from dated

for a term of years expiring\*

subject to a rental of Rs.                      per†

AND WHEREAS the mortgagor has applied to the mortgagee for an advance of the sum of rupees

for the purpose of enabling him to defray the expenses of ‡ as a suitable residence for his own use.

AND WHEREAS under the provisions contained in Article 155 of the Civil Account Code, Volume I (hereinafter referred to as the said Code which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force and shall be deemed to form part of these presents) the mortgagee has agreed to advance to the mortgagor the said sum of Rs.                      [payable as follows that is to say the sum of Rs.                      on or before the

execution of these presents and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by equal instalments payable quarterly the first of such instalments to be payable on the                      day of

]§

NOW THIS INDENTURE WITNESSETH that in consideration of the said advance and in pursuance of the said agreement the mortgagor doth hereby covenant with the mortgagee to pay to the mortgagee the said sum of Rupees [and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited agreement in that behalf]§ and interest thereon calculated according to the said Code on

\* Date of end of lease.

† menssem or annum.

‡ Insert "the purchase of the said hereditaments", "building a house on the said hereditaments" or "Repairing the said hereditaments" as the case may be.

§ Delete words in crotchets if further advances are not to be made.

the\* day of next  
and if the loan shall not be repaid on that date will pay interest in  
accordance with the said Code.

AND THIS INDENTURE ALSO WITNESSETH that for the consideration  
aforesaid the mortgagor doth hereby demise let and transfer unto the  
mortgagee ALL THAT piece of land situate in

in the registration district of sub-district  
thana containing more or less and  
bounded on the North by on the South by  
on the East by and on the

West by together with the dwelling-house and the  
out-offices, stables, cook-rooms and out-buildings and all kinds used  
or intended to be used with the said dwelling-house† (lately erected)  
together with all rights easements and appurtenances to the same or any  
of them belonging TO HOLD the said premises including all erections and  
buildings hereafter erected on the said land unto the mortgagee his  
successors and assigns for all the residue now unexpired of the said  
term of years granted by the said lease except the last day of the said  
term PROVIDED ALWAYS that if and as soon as the said advance of  
Rs. [and of such further sums as may have been paid as afore-

said] made upon the security of these presents and interest thereon  
calculated according to the said Code shall have been repaid by the  
deduction of monthly instalments of the salary of the mortgagor as in the  
said Code mentioned or by any other means whatsoever the demise  
hereby made shall be void AND the mortgagor hereby covenants with the  
mortgagee that the lease creating the term or state for which the said  
land is held by the mortgagor is now a good, valid and effectual lease  
and is in full force, unforfeited and unsurrendered and free from  
encumbrances and in nowise become void or voidable and that all the  
rents reserved thereby and all the covenants, conditions and agreements  
contained therein and on his part to be paid observed and performed have  
been paid, observed and performed up to the date of these presents  
AND also that the mortgagor will at all times so long as any money remains  
due on the security of these presents pay, observe and perform or cause to  
be paid, observed and performed all the said rents, covenants, conditions  
and agreements and will keep the mortgagee indemnified against all  
actions, proceedings, costs, charges, claims and demands, if any, to be  
incurred or sustained by the mortgagee by reason of the non-payment  
of the said rents or the non-observance or non-performance of such  
covenants, conditions or agreements or any of them AND ALSO that the  
mortgagor now has good right and full powers to demise the said premises  
to the mortgagee in manner aforesaid AND that it shall be lawful for the  
mortgagee to enter into and upon and to hold and enjoy the said demised  
premises during the terms hereby granted without any interruption or  
disturbance by the mortgagor or any person claiming through or in trust  
for him, AND that the mortgagor at the request at any time hereafter of the  
mortgagee will at his own cost execute and do all such assurances and

\* Two or four years from date of commencement of repayment of loan as the case may be.

† Or " hereafter to be erected " or " now being erected " as the case may be.

things as may be necessary or proper for more effectually vesting the said premises in the mortgagee in manner aforesaid as may by the mortgagee be reasonably required PROVIDED ALWAYS and it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service at any time before all sums due or payable to the mortgagee on the security of these presents shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said premises or buildings or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or to rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sale or letting as the mortgagee shall think fit AND it is hereby declared that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that after any sale of the said premises or any part thereof under the aforesaid power the mortgagor shall stand possessed of the premises so sold for the last day of the term granted to him by the hereinbefore recited lease IN TRUST for the purchaser his executors administrators and assigns to be assigned and disposed of as he or they may direct AND it is hereby declared that the mortgagee shall hold any rents, profits, premiums, salami or moneys arising from the premises or from any such letting or sale as aforesaid UPON trust in the first place thereout to pay all expenses attending such sale or otherwise incurred in relation to this security and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus if any to the mortgagor AND IT IS HEREBY DECLARED that no lease made by the mortgagor of the said premises or any part thereof during the continuance of this security shall have effect unless the mortgagee shall consent thereto in writing IN WITNESS whereof the mortgagor hath hereunto set his hand the day and year first above written.

Signed by the said (Mortgagor)

in the presence of

1st witness,

Address

Occupation.

2nd witness,

. Address

Occupation

(The deed should be registered.)

NOTE.—There must be two witnesses to a mortgage.

Page 302 (a)—

Insert the following as Fin. R. Form No. 27-A :—

FIN. R. FORM NO. 27-A

[See Financial Rule No. 294 (d)]

Form of agreement for advances for purchase of land for construction of houses :—

AN AGREEMENT made \_\_\_\_\_ day of \_\_\_\_\_  
 One thousand nine hundred and \_\_\_\_\_  
 BETWEEN \_\_\_\_\_ of \_\_\_\_\_ (hereinafter  
 called the Borrower, which expression shall include his legal representa-  
 tives and assignees) of the one part and THE SECRETARY OF STATE  
 FOR INDIA IN COUNCIL (hereinafter called the Secretary of State)  
 of the other part WHEREAS the Borrower has agreed to purchase for  
 the purpose of erecting a house thereon the piece of land situate in  
 in the registration district of \_\_\_\_\_ Sub-district  
 \_\_\_\_\_ taluka \_\_\_\_\_ containing  
 more or less and bounded on the North by \_\_\_\_\_ on the South by \_\_\_\_\_  
 on the East by \_\_\_\_\_ and on the West by \_\_\_\_\_  
 for the sum of Rupees \_\_\_\_\_

AND WHEREAS the Borrower has under the  
 provisions of the Manual of the Financial Rules under Devolution Rule  
 37 (e) (hereinafter referred to as the said Manual which expression shall  
 include any amendments thereof for the time being in force) applied to  
 the Secretary of State for a loan of Rupees \_\_\_\_\_

to enable him to purchase the said piece of land and the  
 Secretary of State has agreed to lend the said sum of Rupees \_\_\_\_\_  
 to the Borrower on the terms and conditions hereinafter contained NOW  
 IT IS HEREBY AGREED between the parties hereto that in considera-  
 tion of the sum of Rupees \_\_\_\_\_ paid by the Secretary of  
 State to the Borrower (the receipt of which the Borrower hereby  
 acknowledges) the Borrower hereby agrees with the Secretary of State  
 (1) to repay the Secretary of State the said amount with interest  
 calculated according to the said Manual by monthly deductions from his  
 salary as provided for by the said Manual and hereby authorises the  
 Secretary of State to make such deductions and (2) within one month  
 from the date of these presents to expend the full amount of the said  
 loan in the purchase of the said piece of land and if the actual price paid  
 is less than the loan to repay the difference to the Secretary of State  
 forthwith and (3) to execute a document mortgaging the said piece of  
 land and the house to be erected thereon to the Secretary of State as  
 security for the amount lent to the Borrower as aforesaid and  
 interest in the form provided by the said Manual AND IT IS  
 HEREBY FURTHER AGREED that the Borrower shall immediately

he has purchased the said piece of land commence and erect thereon a suitable residence for his own use AND IT IS HEREBY LASTLY AGREED AND DECLARED that if the said piece of land has not been purchased and mortgaged as aforesaid within one month from the date of these presents or if the Borrower within that period becomes insolvent or quits the service of Government or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

IN WITNESS whereof the Borrower has hereunto set his hand the day and year first before written.

Signed by the said  
in the presence of—

●● (G.R. 7 dated 15th February 1930.)

(Correction No. 212, Financial Publication No. I,  
dated 12th August 1930.)



Insert the following as Fin. R. Form No. 27-B :—

FIN. R. FORM No. 27-B

• [See *Financial Rule No. 294 (d)*]

Form of Mortgage for advances for purchase of land for construction of houses :—

THIS INDENTURE made the \_\_\_\_\_ day of \_\_\_\_\_  
 One thousand nine hundred and \_\_\_\_\_  
 BETWEEN \_\_\_\_\_ of \_\_\_\_\_ a Civil  
 Officer of \_\_\_\_\_ (hereinafter called the mortgagor which term shall where not repugnant to the context include his heirs, executors and administrators and assigns) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter referred to as the mortgagee which term shall where not repugnant to the context include his successors and assigns) of the other part WHEREAS by an Agreement dated the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ and made between the mortgagor of the one part and the mortgagee of the other part the mortgagee advanced and lent to the mortgagor the sum of Rupees \_\_\_\_\_ for the purpose of purchasing the piece of land hereinafter described and intended to be hereby transferred and assured and as security for such loan the mortgagor agreed to execute a mortgage in favour of the mortgagee in the form of these presents AND WHEREAS the mortgagor on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ purchased the said piece of land and is now absolutely seized and possessed of or otherwise well entitled to the said piece of land AND WHEREAS the mortgagor has applied to the mortgagee for a further advance of the sum of Rupees \_\_\_\_\_ for the purpose of enabling him to defray the expenses of erecting on the said piece of land a suitable residence for his own use AND WHEREAS

under the provisions contained in Rule 294 of the Manual of Financial Rules under Devolution. Rule 37 (e) (hereinafter referred to as the said Manual which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force and shall be deemed to form part of these presents) the mortgagee has agreed to advance to the mortgagor the said further sum of Rupees (payable as follows that is to say the sum of Rupees

) on or before the execution of these presents and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by equal instalments payable quarterly the first of such instalments to be payable on the day of

NOW THIS INDENTURE WITNESSETH that in consideration of the said advances of Rupees and Rupees making a total of Rupees so advanced as aforesaid and in pursuance of the said agreement the mortgagor doth hereby covenant with the mortgagee to pay to the mortgagee the said sum of Rupees (and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited agreement in that behalf) and interest thereon calculated according to the said Manual on the day of next

and if the loan shall not be repaid on that date will pay interest in accordance with the said Manual.

AND THE INDENTURE ALSO WITNESSETH that for the consideration aforesaid the mortgagor doth hereby transfer, assign and assure unto the mortgagee ALL THAT piece of land situate in in the registration district of sub-district taluka containing

more or less and bounded on the North by on the South by on the East by and on the West by

together with the dwelling house and the out-offices, stables, cook-rooms and out-buildings and all kinds used or intended to be used with the said dwelling-house (erected or hereafter to be erected on the said piece of land) together with all rights, easements and appurtenances to the same or any of them belonging TO HOLD the said premises including all erections and buildings hereafter erected on the said land (hereinafter referred to as the said premises) unto and to the use of the mortgagee absolutely subject to the proviso for redemption hereinafter contained PROVIDED ALWAYS that if and as soon as the said advance of Rupees (and of such further sums as may have been paid as aforesaid) made upon the security of these presents and interest thereon calculated according to the said Manual shall have been repaid by the deduction of monthly instalments of the salary of the mortgagor as in the said Manual mentioned or by any other means whatsoever then and in such case the mortgagee will upon the request and at the cost of the mortgagor re-convey, re-transfer or re-assure the said premises unto and to the use of the mortgagor AND the mortgagor hereby covenants with the mortgagee that he the mortgagor now hath good right to transfer the said premises unto the mortgagee free from

(To be  
read if the  
ment is  
to be by  
instalments.)

incumbrances AND FURTHER that he the mortgagor and all other persons having or lawfully claiming any estate or interest in the said premises or any part thereof shall and will from time to time and at all times hereafter at his or their own cost do and execute or cause to be done and executed all such acts, deeds and things for further and more perfectly assuring the said premises unto the mortgagee in manner aforesaid as shall or may be reasonably required PROVIDED ALWAYS and it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service at any time before all sums due or payable to the mortgagee on the security of these presents shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said premises or buildings standing thereon or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or to rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sale or letting as the mortgagee shall think fit AND IT IS HEREBY DECLARED that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND IT IS HEREBY DECLARED that the mortgagee shall hold any rents, profits, premiums, salami or moneys arising from the premises or from any such letting or sale as aforesaid UPON trust in the first place thereout to pay all expenses attending such sale or otherwise incurred in relation to this security and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus if any to the mortgagor AND IT IS HEREBY DECLARED that no lease made by the mortgagor of the said premises or any part thereof during the continuance of this security shall have effect unless the mortgagee shall consent thereto in writing.

IN WITNESS whereof the mortgagor hath hereunto set his hand the day and year first above written.

Signed by the said (mortgagor)

In the presence of

First witness.

Address.

Occupation.

Second witness.

Address.

Occupation.

(G.R. 7 dated 15th February 1930.)

(Correction No. 213, Financial Publication No. I,  
dated 12th August 1930.)

FIN. R. FORM No. 28.

C. A. C. FORM No. 23.

[G. of I. letter No. 10235-A,  
dated 18th December 1924.]

[See Fin. R. No. 294.]

*Form of Re-conveyance for Housebuilding Advances.*

THIS INDENTURE made the \_\_\_\_\_ day of \_\_\_\_\_  
 19 \_\_\_\_ BETWEEN the SECRETARY OF STATE FOR INDIA  
 IN COUNCIL (hereinafter called the Secretary of State) of the one part  
 and \_\_\_\_\_ a Civil officer of \_\_\_\_\_ (hereinafter called  
 the mortgagor) of the other part is supplemental to an Indenture of mort-  
 gage, dated the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_ and made  
 BETWEEN the mortgagor of the one part and the SECRETARY OF STATE  
 of the other part and registered at \_\_\_\_\_ in Book  
 \_\_\_\_\_, Volume \_\_\_\_\_ pages \_\_\_\_\_ to \_\_\_\_\_ as  
 No. \_\_\_\_\_ for \_\_\_\_\_ (hereinafter called  
 the PRINCIPAL INDENTURE) WHEREAS all moneys due and owing on the  
 security of the PRINCIPAL INDENTURE have been fully paid and satisfied  
 and the Secretary of State has accordingly at the request of the mortgagor  
 agreed to execute such re-conveyance of the mortgaged premises in the  
 within written INDENTURE comprised as is hereinafter contained. Now  
 THIS INDENTURE WITNESSETH that in pursuance of the said agreement  
 and in consideration of the premises the Secretary of State doth hereby  
 grant assign and reconvey unto the mortgagor, his heirs, executors,  
 administrators and assigns ALL THAT the piece of land situate in the  
 \_\_\_\_\_ containing \_\_\_\_\_ more  
 or less bounded on the North by \_\_\_\_\_ on the South by \_\_\_\_\_  
 \_\_\_\_\_ on the East by \_\_\_\_\_ and on the West by \_\_\_\_\_  
 together with the dwelling house and out-offices,  
 stables, cook-rooms and outbuildings thereon AND ALL and singular other  
 the premises in the PRINCIPAL INDENTURE comprised or expressed to be  
 thereby assured or which now are by any means vested in the Secretary  
 of State subject to redemption under or by virtue of the PRINCIPAL  
 INDENTURE with their rights easements and appurtenances as in the  
 PRINCIPAL INDENTURE expressed and all the estates right title interest  
 property claim and demand whatsoever of the Secretary of State into  
 out of or upon them same premises by virtue of the PRINCIPAL INDENTURE  
 to have and to hold the premises hereinbefore expressed to be hereby  
 granted assigned and reconveyed unto and to the use of the mortgagor his  
 heirs, executors, administrators and assigns for ever freed and discharged  
 from all moneys intended to be secured by the PRINCIPAL INDENTURE  
 and from all actions, suits, accounts, claims and demands for or in res-  
 pect of, the said moneys or any part thereof, or for, or in respect of, the  
 PRINCIPAL INDENTURE or of anything relating to the premises AND the  
 Secretary of State hereby covenants with the mortgagor his heirs,  
 executors, administrators and assigns that Secretary of State has not  
 done or knowingly suffered or been party or privy to anything whereby  
 the said premises or any part thereof are, is or can be impeached,

incumbered or affected in title estate or otherwise howsoever IN WITNESS whereof the parties hereto have hereunto set their hands and seals the day and year first above written.

Signed, sealed and delivered by—  
for and on behalf of the Governor-General of India in Council acting in the premises for and on behalf of the Secretary of State for India in Council in the presence of

## No. 283

*Pages 305-306, Financial Rule, Form No. 29—*

(i) The word “and” after the word “representatives” in line 4 on page 306 should be read as “And”.

[Correction slip No. 79 to Civil Account Code, I, 8th Edition (Reprint),  
dated 1st April 1927.]

(ii) Insert the following between the words “representatives” and “And” in line 4 on page 306 :—

“*Provided further* that the aforesaid power of taking possession or selling of the said car shall not prejudice the right of the Secretary of State to sue the Borrower or his Personal representatives for the amount of the Bond or in the case of the car being sold the amount by which the net sale proceeds fall short of the amount owing.”

[Correction slip No. 374 to Civil Account Code, I, 8th Edition (Reprint),  
dated 2nd February 1931.]

(Correction No. 283, Financial Publication No. I,  
dated 18th July 1931.)

## No. 208

*Page 305, Fin. R. Form No. 29—*

In lines 15, 36 and 38 *delete* the word “car” and *leave* in its place a blank space as in line 7 of the Bond, *after* the word “motor”

(File 2734/9/5246.)

(Correction No. 208, Financial Publication No. I,  
dated 12th August 1930.)

Page 305, *Fin. R. Form No. 29*— .

• (1) In line 24 of the form *insert* the following between the words “said Code” and “Provided always” :—

• “And the borrower doth further agree and declare that he has not pledged and will not so long as any moneys remain payable to the Secretary of State in respect of the said motor sell, pledge or part with the property in or possession of the said motor ” and

• (2) In line 28 of the form *insert* the following between the words “the borrower shall” and “become insolvent.”

“ Sell or pledge or part with the property in or possession of the said motor or ”

(F.D. File 2734/9/7795.)

(Correction No. 174, Financial Publication No. I,  
dated 28th September 1929.)



FIN. R. FORM No. 29.

C. A. C. FORM No. 24.

[G. of I. letter No. 10235-A.,  
dated 18th December  
1924.]

[See Fin. R. No. 296.]

*Form of Mortgage Bond for Motor <sup>Roat</sup>/<sub>Cycle</sub> Car Advance.*

THIS INDENTURE made this

day of

## BETWEEN

(hereinafter called the borrower) of the one part and the SECRETARY OF  
STATE FOR INDIA IN COUNCIL (hereinafter  
called the Secretary of State) of the other part.

WHEREAS the BORROWER has applied for an advance to purchase the motor described in the Schedule hereto on the terms of Articles 156-157 of Volume I of the Civil Account Code (hereinafter referred to as the said Code which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force). NOW THIS INDENTURE WITNESSETH that in consideration of the sum of Rs. on or before the execution of these presents paid by the Secretary of State to the borrower (the receipt whereof the borrower hereby acknowledges) he the borrower doth hereby assign and transfer unto the Secretary of State all that motor car more particularly described in the schedule hereunder written by way of security for the said sum of Rs. and interest thereon calculated according to the said Code and the borrower doth further agree and declare that he will duly pay to the Secretary of State the sum of Rs. aforesaid or the balance thereof as shall not have been repaid at the date of these presents by equal payments of Rs. each on the first day of every month after the date of these presents and will pay interest on the sum owing calculated according to the said Code in the manner provided by the said Code. PROVIDED ALWAYS and it is hereby agreed and declared that if the borrower shall at any time make default in the payment of any of the said instalments for the period of 10 days after the time hereinbefore provided for payment thereof or if the borrower shall leave the service of the Secretary of State or die or if the borrower shall become insolvent or make any composition or arrangement with his creditors or if any one shall take proceedings in execution of any decree or judgment against the borrower the whole of the said principal sum which shall for the time being remain unpaid together with interest thereon calculated according to the SAID CODE shall forthwith become payable and it is hereby agreed and declared that the Secretary of State may on the happening of any of the events hereinbefore mentioned seize and take possession of the said motor car and either remain in possession thereof without removing the same or else may remove and sell the said motor car either by public auction or private contract and may out of the sale moneys retain the principal sum aforesaid or so much thereof as may for the time being remain unpaid and interest thereon

calculated according to the said Code and all costs charges expenses and payments properly incurred or made in maintaining, defending or realising his rights hereunder and shall pay over the surplus, if any, to the borrower, his executors, administrators or representatives and the borrower hereby further agrees with the Secretary of State that he will not permit or suffer the said motor car to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof and will whenever the said motor car is injured or deteriorated forthwith repair and make good the same and will keep the said motor car insured against loss or damage by fire or accident.

IN WITNESS WHEREOF the said  
hath hereunto set his hand.

(borrower)

The Schedule above referred to

Signed by the said  
(borrower).

---

Signature of (borrower).

---

In the presence of

**No. 209**

*Page 306, Fin. R. Form No. 29—*

In lines 6, 8 and 10 *delete* the word “ car ” and in its place *leave* a blank space as in line 7 of the Bond on page 305, *after* the word “ motor ”.

(File 2734/9/5246.)

(Correction No. 209, Financial Publication No. I,  
dated 12th August 1930.)

*Page 306, Fin. R. Form No. 29—*

*Substitute the following for the last clause of this form :—*

“and will keep the said motor car insured so as to cover each and every risk against loss or damage by fire or accident.”

(G.R. 2734/19 dated 16th May 1929.)

(Correction No. 175, Financial Publication No. I,  
dated 28th September 1929.)

Page 306 (b)—

Insert the following Financial Rule Form No. 29-B :—

“ Fin. R. Form No. 29-B.

(See Fin. R. Nos. 296 and 297.)

(Form of Subsidiary Bond.)

Whereas by an *Indenture of Mortgage* bearing date the  
day of 193 between

(hereinafter called ‘ the borrower ’ which expression shall, unless excluded by or repugnant to the context, include his heirs, executors, administrators and assigns) of the one part and the Secretary of State for India in Council (hereinafter called ‘ The Secretary of State ’ which expression shall, unless excluded by or repugnant to the context, include his successors in office and assigns) of the other part, the borrower had assigned and transferred unto the Secretary of State the <sup>car</sup> motor <sup>cycle</sup> <sup>boat</sup> bearing police registration No. . and more particularly described in the schedule thereunder written by way of security for the due repayment as therein provided of the sum of Rupees (Rs. only) advanced to the borrower by the Secretary of State and interest thereon, and agreed, *inter alia*, to keep the said <sup>car</sup> motor <sup>cycle</sup> <sup>boat</sup> insured against loss or damage by fire or accident ; And Whereas the borrower has insured the said <sup>car</sup> motor <sup>cycle</sup> <sup>boat</sup> with the Company under policy No. dated the . day of 193 in the sum of Rupees (Rs. only) subject however to the borrower undertaking to bear himself the first sum of Rupees (Rs. only) of each claim arising under the said policy of insurance ; And Whereas the Secretary of State has, subject to the execution of these presents, agreed to accept the said policy of insurance as sufficient compliance with the terms of the said agreement to insure entered into by the borrower in the said *Indenture of Mortgage* ; Now therefore It is hereby declared and agreed in pursuance of the said agreement and in consideration of the premises That the borrower doth hereby indemnify the Secretary of State from all damage interest costs charges and expenses on account of or attributed to the borrower having undertaken as aforesaid to bear himself the first sum of Rupees (Rs. only) of each claim arising under the said policy of

insurance ; *And That* these presents shall be deemed to form part of the said Indenture of Mortgage bearing date the            day of            193

Signed and delivered by the said  
on the            day of  
193    , in the presence of

• *Note.*—The bond should be stamped in accordance with Article 34 read with Article 57 (a) of Schedule I to the Indian Stamp (Bombay Amendment) Act, 1932.”

(G.R., 9709, dated 14th September 1932.)

(Correction No. 377, Financial Publication No. I,  
dated 10th January 1933.)

Page 306 (a)—

Insert the following Fin. R. Form No. 29-A :—

*Fin. R. Form No. 29-A.*

(See Fin. R. Nos. 296 and 297.)

(Form of Security for advances for the purchase of conveyances).

AN AGREEMENT made

day of

One thousand nine hundred and

BETWEEN, of (hereinafter called the Borrower, which expression shall include his legal representatives and assignees) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the other part WHEREAS the Borrower has under the provisions of the Manual of the Financial Rules under Devolution Rule 37 (e) (hereinafter referred to as the said Manual which expression shall include any amendments thereof for the time being in force) applied to the Secretary of State for a loan of Rs. for the purchase of a

motor  $\frac{\text{car}}{\text{boat cycle}}$  and the Secretary of State has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rs. paid by the Secretary of State to the Borrower (the receipt of which the Borrower hereby acknowledges) the Borrower hereby agrees with the Secretary of State (1) to pay the Secretary of State the said amount with interest calculated according to the said Manual by monthly deductions from his salary as provided for by the said Manual and hereby authorises the Secretary of State to make such deductions and (2) within one month from the date of these presents to expend the full amount of the said loan in the purchase of a motor  $\frac{\text{car}}{\text{boat cycle}}$  or if the actual price paid is less than the loan to repay the difference to the Secretary of State forthwith and (3) to execute a document hypothecating the said motor  $\frac{\text{car}}{\text{boat cycle}}$  to the Secretary of State as security for the amount lent to the Borrower as aforesaid and interest in the form provided by the said Manual AND IT IS HEREBY LASTLY AGREED AND DECLARED that if the motor  $\frac{\text{car}}{\text{boat cycle}}$  has not been purchased and hypothecated as aforesaid within one month from the date of these presents or if the Borrower within that period becomes insolvent or quits the service of Government or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

IN WITNESS whereof the Borrower has hereunto set his hand the day and year first before written.

Signed by the said }  
in the presence of }

(G.R. 6653 dated 9th April 1929.)

(Correction No. 176, Financial Publication No. I,  
dated 28th September 1929.)

FIN. R. FORM No. 30.

[See Fin. R. No. 295.]

*Form of Mortgage for House Building Advances granted to Officers who do not possess full proprietary rights in respect of the land upon which they intend to build a house and are members of Co-operative Societies.*

THIS INDENTURE made the                      day of one thousand nine hundred and twenty                      BETWEEN                      of                      a Civil Officer of                      (hereinafter called the mortgagor which term shall where not repugnant to the context include his heirs, executors, administrators and assigns) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter referred to as the mortgagee which term shall where not repugnant to the context include his successors in office and assigns) of the other part. ..

WHEREAS the mortgagor is possessed of and entitled free from encumbrances to the piece of land, hereditaments and premises hereinafter described (and referred to as the said premises) under a lease from a society registered under the Co-operative Societies Act, 1912, dated                      for a term of years expiring\*                      , subject to a rental of Rs.                      per†

AND WHEREAS the mortgagor has applied to the mortgagee for an advance to him of the sum of Rs.                      for the purpose of enabling him to defray the expenses of building a house as a suitable residence for his own use.

AND WHEREAS under the provisions contained in rule                      of the Financial Rules (hereinafter referred to as the said Rules which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force and shall be deemed to form part of these presents) the mortgagee has agreed to advance to the mortgagor the said sum of Rs.                      upon having the repayment thereof with interest thereon at the rate of 5 per cent. per annum secured in the manner hereinafter appearing [payable as follows that is to say the sum of Rs.                      on or before the execution of these presents and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by                      equal instalments payable monthly the first of such instalments to be payable on the                      day of                      ‡] in consideration of the mortgagor executing to the mortgagee such assignment and transfer as is hereinafter contained which the mortgagor has agreed to do.

---

\* Date of end of lease.

† Mensum or annum.

‡ Delete words in crotchets if further advances are not to be made.



NOW THIS INDENTURE WITNESSETH that in consideration of the premises and of the said advance and in pursuance of the said agreement the mortgagor doth hereby covenant with the mortgagee to pay to the mortgagee the said sum of Rupees \* [and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited agreement in that behalf] together with interest thereon at the rate of five per cent. per annum on the

day of next

AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid the mortgagor doth hereby assign and transfer unto the mortgagee ALL THAT piece of land situate in in the registration district of

sub-district of containing

more or less and bounded on the North by

on the South by

on the East by

and on the West by

together with the dwelling house and the out-offices, stables, cook-rooms and out-buildings of all kinds used or intended to be used with the said dwelling house † to be erected as aforesaid together with all rights easements and appurtenances to the same or any of them belonging TO HOLD the said premises including all erections and buildings hereafter erected on the said land unto the mortgagee his successors and assigns for all the residue now unexpired of the said term of years granted by the said lease except the last day of the said term and any renewal thereof PROVIDED ALWAYS that if and as soon as the said advance of Rs.

\* [and of such further sums as may have been paid as aforesaid] made upon the security of these presents with interest thereon at the rate hereinbefore stipulated shall have been repaid by the deduction of monthly instalments of the salary of the mortgagor as in the said rules sanctioned or by any other means whatsoever the assignment and transfer hereby made shall be void AND the mortgagor hereby covenants with the mortgagee that the lease creating the term or state for which the said land is held by the mortgagor is now a good, valid and effectual lease and is in full force, unforfeited and unsundered and free from encumbrances and in nowise become void or voidable and that all the rents reserved thereby and all the covenants conditions and agreements contained therein and on his part to be paid observed and performed have been paid, observed and performed upto the date of these presents AND also that the mortgagor will at all times so long as any money including interest thereon at the rate hereinbefore stipulated remains due on the security of these presents pay, observe and perform or cause to be paid, observed and performed all the said rents,

\* Delete words in crotchets if further advances are not to be made.

† Two or four years from date of commencement of repayment of the loan as the case may be.

‡ or "erected" as the case may be.

covenants, conditions and agreements and will keep the mortgagee indemnified against all actions proceedings, costs, charges, claims and demands, if any, to be incurred or sustained by the mortgagee by reason of the non-payment of the said rents or the non-observance or non-performance of such covenants conditions or agreements or any of them AND ALSO that the mortgagor now has good right and full powers to assign and transfer the said premises unto the mortgagee in manner aforesaid AND that it shall be lawful for the mortgagee to enter into and upon and to hold and enjoy the said premises during the term hereby granted without any interruption or disturbance by the mortgagor or any person claiming through or in trust for him, AND that the mortgagor at the request at any time hereafter of the mortgagee will at his own cost execute and do all such assurances and things as may be necessary or proper for more effectually vesting the said premises in the mortgagee in manner aforesaid as may by the mortgagee be reasonably required PROVIDED ALWAYS and it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service at any time before all sums due or payable to the mortgagee on the security of these presents including interest thereon at the rate hereinbefore stipulated shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to enter upon and take possession of the said leasehold land and all buildings fittings and fixtures thereon and to sell and assign the same or any part thereof either together or in parcels and either by public auction or by private contract for all the residue of the said term of years granted by the said INDENTURE of lease and any extension or renewal thereof with power to buy in or to rescind any contract for sale and to resell without being responsible for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sale or letting as the mortgagee shall think fit and it is hereby declared that the receipt of the mortgagee for the purchase money of the said leasehold land and all buildings fittings and fixtures thereon sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that after any sale of the said premises or any part thereof under the aforesaid power the mortgagor shall stand possessed of the premises so sold for the last day of the term granted to him by the hereinbefore recited lease and of any renewal thereof IN TRUST for the purchaser his executors administrators and assigns to be assigned and disposed of as he or they may direct AND it is hereby declared that the mortgagee shall hold any rents, profits, premiums, salami or moneys arising from the said premises or from any such letting or sale as aforesaid UPON TRUST in the first place thereof to pay all expenses attending such sale or otherwise incurred in relation to this security and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents including interest thereon at the rate hereinbefore stipulated and then to pay the surplus if any to the mortgagor AND IT IS HEREBY DECLARED that no lease made by the mortgagor of the said premises or any part thereof during the

continuance of this security shall have effect unless the mortgagee shall consent thereto in writing IN WITNESS whereof the parties hereto have hereunto set their hands and seal the day and the year first above written.

Signed by the said (mortgagor)

In the presence of

1st Witness

address

occupation

2nd witness

address

occupation

Signed sealed and delivered by\*  
presence of

in the

1

2

*Surety*

a Society registered under the Co-operative Societies Act, 1912 (II of 1912), and having its registered office at hereby declares itself surety for the abovesaid that he shall do and perform all that he has above undertaken to do and perform and in case of his making any default therein the society hereby binds itself and its assigns to forfeit to the Secretary of State for India in Council the sum of rupees † (Rs. ) including interest thereon at the rate hereinabove stipulated in which the above-said has bound himself or such smaller sum as shall be deemed sufficient by the Secretary of State for India in Council to cover any loss or damage which the Government may sustain by reason of such default and that such sum shall be a charge on the general assets of the said society and shall be recoverable as a debt due from the said society to the Secretary of State for India in Council.

In Witness whereof

and

have affixed their signatures and the seal of the society for and on behalf of the

society.

Dated this the day of 192

Signed, sealed and delivered by

and and sealed with  
the seal of the said society in the  
presence of

1

2

(Note.—The deed should be registered. There must be two witnesses to mortgage.)

\* Officer authorized to execute on behalf of Government.

† Here enter amount sufficient to recover the advance.

FIN. R. FORM No. 31

[See Fin. R. No. 295]

*Form of Mortgage for House Building Advances granted to officers who possess conditional ownership in respect of the land upon which they intend to build a house and are members of Co-operative Societies.*

THIS INDENTURE made the day of one thousand nine hundred and twenty

BETWEEN

of  
a Civil Officer of (hereinafter called the mortgagor which term shall where not repugnant to the context include his heirs, executors administrators and assigns) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter referred to as the mortgagee which term shall where not repugnant to the context include his successors in office and assigns) of the other part.

WHEREAS the mortgagor is possessed of and entitled free from encumbrances to the piece of land, hereditaments and premises hereinafter described (and referred to as the said premises) under a deed of transfer from a society registered under the Co-operative Societies Act, 1912, dated subject to the following conditions.

AND WHEREAS the mortgagor has applied to the mortgagee for an advance to him of the sum of rupees for the purpose of enabling him to defray the expenses of building a house as a suitable residence for his own use.

AND WHEREAS under the provisions contained in rule of the Financial Rules (hereinafter referred to as the said Rules which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force and shall be deemed to form part of these presents) the mortgagee has agreed to advance to the mortgagor the said sum of rupees upon having the repayment thereof with interest thereon at the rate of 5 per cent. per annum secured in the manner hereinafter appearing [payable as follows that is to say the sum of rupees on or before the execution of these presents and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by equal instalments payable monthly the first of such instalments to be payable on the day of ]\* in consideration of

the mortgagor executing to the mortgagee such assurance and conveyance as is hereinafter contained which the mortgagor has agreed to do.

NOW THIS INDENTURE WITNESSETH that in consideration of the premises and of the said advance and in pursuance of the said agreement the mortgagor doth hereby covenant with the mortgagee to pay to the mortgagee the said sum of rupees [and such further sums as shall hereafter be paid by him to the mortgagor

\* Delete words in crotchets if further advances are not to be made.

pursuant to the hereinbefore recited agreement in that behalf]\* together  
with interest thereon at the rate of 5 per cent. per annum  
on the† day  
of next

AND THIS INDENTURE ALSO WITNESSETH that for the consideration  
aforesaid the mortgagor doth hereby convey and transfer unto the  
mortgagee ALL THAT piece of land situate in in the  
registration district of sub-district of  
containing more or less and bounded on the  
North by on the South by  
on the East by and on the West by  
together with the dwelling house and the out-offices, stables, cook-rooms  
and out-buildings of all kinds used or intended to be used with the said  
dwelling house† to be erected as aforesaid together with all rights ease-  
ments and appurtenances to the same or any of them belonging To Hold  
the said premises including all erections and buildings hereafter erected  
on the said land unto the mortgagee his successors and assigns subject  
to the following condition PROVIDED ALWAYS that if and as  
soon as the said advance of Rs. (and of such  
further sums as may have been paid as aforesaid)\* made upon  
the security of these presents with interest thereon at the rate herein-  
before stipulated shall have been repaid by the deduction of monthly  
instalments of the salary of the mortgagor as in the said rules sanctioned  
or by any other means whatsoever the assurance and conveyance hereby  
made shall be void. And the mortgagor hereby covenants with  
the mortgagee that he the mortgagor now has good right to convey  
and transfer the said premises hereby conveyed and transferred or  
expressed so to be unto the mortgagee in manner aforesaid and that all  
the covenants conditions and agreements contained in the said deed of  
transfer and on his part to be observed and performed have been  
observed and performed up to the date of these presents AND also  
that the mortgagor will at all times so long as any money including  
interest thereon at the rate hereinbefore stipulated remains due on  
the security of these presents observe and perform or cause to be  
observed and performed all the said covenants, conditions and agree-  
ments and will keep the mortgagee indemnified against all actions,  
proceedings, costs, charges, claims and demands, if any, to be  
incurred or sustained by the mortgagee by reason of the non-observance  
or non-performance of such covenants conditions or agreements or any of  
them AND that the mortgagor at the request at any time hereafter of the  
mortgagee will at his own cost execute and do all such assurances  
and things as may be necessary or proper for more effectually  
vesting the said premises in the mortgagee in manner aforesaid as may by  
the mortgagee be reasonably required PROVIDED ALWAYS and it is hereby  
agreed and declared that if there shall be any breach by the mortgagor

\* Delete words in crotchets if further advances are not to be made.

† Two or four years from date of commencement of repayment of the loan as the  
case may be.

‡ or "erected", as the case may be.

of the covenants on his part herein contained or if he shall die or quit the service at any time before all sums due or payable to the mortgagee on the security of these presents including interest thereon at the rate hereinbefore specified shall have been fully paid of then and in any of such cases it shall be lawful for the mortgagee to enter upon and take possession of the said land and all buildings fittings and fixtures thereon and to sell and assign the same or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or to rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sale or letting as the mortgagee shall think fit and it is hereby declared that the receipt of the mortgagee for the purchase money of the said land and all buildings fittings and fixtures thereon sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that after any sale of the said premises or any part thereof under the aforesaid power the mortgagor shall stand possessed of the premises so sold IN TRUST for the purchaser his executors administrators and assigns to be assigned and disposed of as he or they may direct AND it is hereby declared that the mortgagee shall hold any rents, profits, premiums, salami or moneys arising from the said premises or from any such letting or sale as aforesaid UPON TRUST in the first place thereout to pay all expenses attending such sale or otherwise incurred in relation to this security and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents including interest thereon at the rate hereinbefore stipulated and then to pay the surplus if any to the mortgagor AND IT IS HEREBY DECLARED that no charge created or transfer made by the mortgagor of the said premises or any part thereof during the continuance of this security shall have effect unless the mortgagee shall consent thereto in writing IN WITNESS whereof the parties hereto have hereunto set their hands and seal the day and the year first above written.

Signed by the said (mortgagor)

In the presence of

1st Witness

Address

Occupation

2nd Witness

Address

Occupation

Signed sealed and delivered by\*

in the presence of

1.

2.

*Surety.*

a Society registered under the Co-operative Societies Act, 1912 (II of 1912), and having its registered office at hereby declares itself surety for the abovesaid that he shall do and perform all that he has above undertaken to do and perform and in case of his making any default therein the society hereby binds itself and its assigns to forfeit to the Secretary of State for India in Council the sum of rupees \* (Rs. ) including interest thereon at the rate hereinabove stipulated in which the abovesaid has bound himself or such smaller sum as shall be deemed sufficient by the Secretary of State for India in Council to cover any loss or damage which the Government may sustain by reason of such default and that such sum shall be a charge on the general assets of the said society and shall be recoverable as a debt due from the said society to the Secretary of State for India in Council.

In Witness whereof and have affixed their signatures and the seal of the society for and on behalf of the society.

Dated this the day of 192 .

Signed, sealed and delivered by and and sealed with the seal of the said society in the presence of

1.

2.

*Note.*—The deed should be registered. There must be two witnesses to a mortgage.

\* Here enter amount sufficient to recover the advance.

FIN. R. FORM No. 32.

[See Fin. R. No. 295]

*Security Bond.*

KNOW ALL MEN By These Presents that \_\_\_\_\_ a Society registered under the Co-operative Societies Act, 1912 (II of 1912) and having its registered office at \_\_\_\_\_ (hereinafter referred to as the said Society) doth hereby bind itself and its assigns to pay to the SECRETARY OF STATE FOR INDIA IN COUNCIL the sum of \_\_\_\_\_ rupees (Rs. \_\_\_\_\_).

Sealed with the seal of the said Society dated this \_\_\_\_\_ day of \_\_\_\_\_ 192 \_\_\_\_\_

WHEREAS \_\_\_\_\_ a member of the said Society applied to the Government of Bombay for an advance to him of the sum of \_\_\_\_\_ rupees (Rs. \_\_\_\_\_) for the purpose of enabling him to defray the expense of building a house as a suitable residence for his own use.

AND WHEREAS under the provisions contained in rule \_\_\_\_\_ of the \_\_\_\_\_ Financial Rules (hereinafter referred to as the said Rules which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force and shall be deemed to form part of these presents) the Secretary of State for India in Council has agreed to advance to the said \_\_\_\_\_ the said sum of \_\_\_\_\_ rupees (Rs. \_\_\_\_\_) upon having the repayment thereof with interest thereon at the rate of 5 per cent. per annum secured in the manner hereinafter appearing and in the manner set forth in the mortgage deed dated the \_\_\_\_\_ day of \_\_\_\_\_ 192 \_\_\_\_\_ and made between the said \_\_\_\_\_ and the Secretary of State for India in Council.

AND WHEREAS the said Society has agreed to accept the position of surety for the due repayment by the said \_\_\_\_\_ of the said sum of \_\_\_\_\_ rupees (Rs. \_\_\_\_\_) together with interest as aforesaid in the manner set forth in the said deed.

Now the Condition of the above-written obligation is that if the said \_\_\_\_\_ shall repay the said sum of \_\_\_\_\_ rupees (Rs. \_\_\_\_\_) to the Secretary of State for India in Council his successors in office or assigns together with interest thereon as aforesaid in the manner set forth in the said mortgage deed dated the \_\_\_\_\_ day of \_\_\_\_\_ 192 \_\_\_\_\_ and shall well and faithfully observe and perform all the covenants and conditions of the said mortgage deed and thereby required to be by him observed and performed THEN the above-written obligation shall be void and of no effect otherwise it shall remain in full force and virtue.

And it is hereby further agreed and declared that any amount payable by the said Society to the Secretary of State for India in Council his successors in office or assigns under or by virtue of the above-written



obligation shall be a charge on the general assets of the said Society and shall be recoverable as a debt due by the said Society to the Secretary of State for India in Council.

Signed sealed and delivered by  
and  
on behalf of the above-bounden

.....\*

and sealed with the seal of the said  
Society in the presence of

1.

2

\* Here enter name of the Society.

Page 310 (a)—

Insert the following Financial Rule Form No. 32-A :—

# FINANCIAL RULE FORM No. 32-A.

[See Fin. R. No. 299 (h)]

*(Form of Security for advances for the purchase of carts and bullocks.)*

THIS AGREEMENT made the \_\_\_\_\_ day of one thousand nine hundred and twenty \_\_\_\_\_ Between \_\_\_\_\_ (hereinafter referred to as "the borrower" which expression shall, where the context so admits, include his heirs executors administrators and assigns) of the one part and the Secretary of State for India in Council (hereinafter referred to as "the lender" which expression shall, where the context so admits, include his successors in office and assigns) of the other part; witnesseth that in consideration of the sum of Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_) paid by the lender to the borrower (the receipt whereof the borrower hereby acknowledges) for the purchase of a cart and a pair of bullocks (which cart has been purchased by the borrower from the said sum of Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_) and is more particularly described in the sale-chit attached hereto and is hereinafter referred to as "the said cart") on the conditions hereinafter mentioned the borrower doth hereby assign unto the lender the said cart by way of security for the said sum of Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_)

And the borrower doth hereby agree as follows :—

- (1) that he shall repay the said amount of Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_) to the lender without interest in four equal annual instalments of Rs. \_\_\_\_\_ each such instalment being paid at the office of \_\_\_\_\_ on the \_\_\_\_\_ in each year beginning from the year 192 \_\_\_\_\_ ;
- (2) that during the currency of these presents the borrower shall not use the said cart unless the same shall have been stamped with a distinguishing number by the said Collector of \_\_\_\_\_ ;
- (3) that the borrower shall whenever called upon to do so during the currency of these presents carry the luggage and camp equipment of the officers of the Government of Bombay travelling on duty in the said cart to any distance not exceeding 40 miles from the village for which the said cart has been registered, or shall do such other Government work as he may be required to do except the conveyance of forest produce within the said limits at the rate of cart-hire prescribed by Government for the district. A list of such rates shall be kept by Government at the offices of all Mamlatdars and Mahalkaris in the district ;

- (4) that during the currency of these presents he shall not permit nor suffer any writ of execution or distress to be taken against or distrained upon the said cart ;
- (5) that he shall not alienate or transfer the said cart by way of mortgage, sale, exchange, gift or otherwise or create any charge or encumbrance thereon during the continuance of these presents.

And the Borrower Doth Hereby Further Agree And Declare :—

- (1) that in the event of default being made by the borrower in the payment of the said sum of Rupees (Rs. ) aforesaid or of any part thereof at the times and in the manner hereinbefore mentioned or in the performance of any of the conditions herein the said sum of Rupees (Rs. ) or so much of the same as shall not then have been repaid to the lender shall become immediately due and repayable and any moneys so becoming due and repayable shall constitute a debt due from the borrower to the lender and it shall be lawful for the lender to recover such debt as if it were an arrear of land revenue ;
- (2) that upon payment of the said sum of Rupees (Rs. ) by the borrower to the lender this security shall be void.

In witness whereof the said hath hereunto set his hand the day and year first above written.

Signed and delivered by the above-named in the presence of

1.  
2

Signature.

I,   
inhabitant of   
taluka   
district hereby declare myself surety for the abovesaid   
his heirs executors administrators and assigns   
that they shall do and perform all that they have above undertaken to do and perform, and in case of their making any fault therein.

I the said   
bind myself my heirs executors administrators and assigns to forfeit to the Secretary of State for India in Council the sum of Rupees (Rs. ) or such smaller sum as shall be deemed sufficient by the Collector of to cover any loss or damage which the Government may sustain by reason of such default.

Dated

Signature.

Witnesses :

(F.D. File 2734.)

(Correction No. 349, Financial Publication No. I,  
dated 9th June 1932.)

FIN. R. FORM No. 33.

[See Fin. R. No. 304. B. II (F)]

*Statement of new items of expenditure.*

Item No.

(Description of item)

Recurring Rs.

Non-recurring Rs.

Total Rs.

Ultimate annual recurring Rs.

Remarks :— (Justification for the proposed provision.)





FIN. R. FORM No. 25.

C. A. C. FORM No. 25.

[See Fin. R. No. 314.]

*Form of statement to accompany all applications for sanction to expenditure not provided for in the budget.*

Expenditure proposed to  
be provided for :—

on account { Major head  
Minor head  
Sub-head  
Detailed head

Rs.

of (a)

Amount proposed to be spent during current year Rs.

Amount proposed to be spent during future years Rs.

Proposed re-appropriation for current year.

1	2	3	4
Heads of Estimate affected by the proposal.	Actual expenditure up-to-date of the proposal.	Amounts as in the estimate passed by Government.	Amounts as they will stand after re-appropriation.
	Rs.	Rs.	Rs.
(1) Heads under which the proposed expenditure will fall.			
Total ..			
(2) Heads under which it is proposed to reduce the grants			
Total ..			

(a) Here enter full description, mentioning the grant, primary unit of appropriation, and the department, or office, or officer concerned.

(b) The same detail must be shown as in the printed estimates of the Government (or the sanctioned estimate), as the re-appropriation has to be effected by transfer of the figures shown therein.

Note 1.—Any further explanation should be given on the reverse, where also, if no re-appropriation is proposed, the urgency of and necessity for the expenditure should be fully explained.

Note 2.—The estimates referred to are the budget and not the revised estimates. The revised estimates must never be referred to in this application.





[See Fin. R. No. 316.]

Primary Unit.—Detailed head.	
Month.	Names of subordinate officers.
	Grant under a subordinate head.
	Monthly expenditure.
	Progressive expenditure.
	Grant under a subordinate head.
	Monthly expenditure.
	Progressive expenditure.
And so on according to the number of detailed heads under a Primary unit.	



## No. 389

Page 322 (a)—

Insert the following as Financial Rule Form No. 39 :—

## FINANCIAL RULE FORM No. 39.

[See Financial Rules Nos. 9 and 341.]

*Form of Request to the Treasury Officer, in charge of a Government*  
*treasury* to take charge of a *box* belonging to a *Co-operative Society*  
*sub-treasury chest Bank*

Date \_\_\_\_\_

To

The Treasury Officer,

Sir,

As Government have been pleased to permit Co-operative Societies registered under the Bombay Co-operative Societies Act, 1925, and the branches of the Bombay Provincial Co-operative Bank, Limited, to keep their strong *boxes* in the Government *treasuries* subject to certain conditions laid down in Government Resolution, Finance Department, No. 8868, dated 10th August 1932, I hereby request you to take charge of the *box* belonging to *Co-operative Society* which I have this day deposited with you for safe custody, free of charge, in the Government *treasury* at \_\_\_\_\_ and I agree for and on behalf of the said *Society* *Bank* to the following terms and conditions, namely :—

- (1) that neither the Government of Bombay nor any officer of Government shall incur any liability or responsibility in the event of the loss or destruction of the *box* or of any of its contents by fire, theft, fraud or any other cause whatsoever ;
- (2) that applications to the treasury staff for access to the deposited *box* will only be made at reasonable and proper hours and with strict regard to the needs of Government business ; and
- (3) that the permission to deposit hereby granted is liable to be modified or withdrawn by Government at any time.

I beg to remain,

Sir,

Your most obedient servant,

\*

\*Signature of the *Society* official making the request for and on behalf of the *Society*  
*Bank Bank*

(F.D. File 8868/10528-A of 1932.)

(Correction No. 389, Financial Publication No. I,  
 dated 18th July 1933.)

## No. 390

Page 322 (b).—

Insert the following as Financial Rule Form No. 40 :-

FINANCIAL RULE FORM No. 40.

[See Financial Rules Nos. 9 and 342.]

Form of acknowledgment for deposit of a  $\frac{\text{box}}{\text{chest}}$  belonging to a Co-operative Society Bank for safe custody in a Government treasury or sub-treasury.

Date \_\_\_\_\_

I hereby acknowledge that Mr. \_\_\_\_\_  
(Name and Designation of the  $\frac{\text{Society}}{\text{Bank}}$  official depositing the  $\frac{\text{box}}{\text{chest}}$ ) has this day deposited with me for safe custody in the Government  $\frac{\text{treasury}}{\text{sub-treasury}}$  at \_\_\_\_\_, free of charge, a strong  $\frac{\text{box}}{\text{chest}}$  belonging to the \_\_\_\_\_ Co-operative Society, Limited, Bank, and I have received the same on the express conditions stated in the Society's Bank's application dated \_\_\_\_\_ namely :—

- (1) that neither the Government of Bombay nor any of its officers shall incur any liability or responsibility in the event of the loss or destruction of the  $\frac{\text{box}}{\text{chest}}$  or of any of its contents by fire, theft, fraud or any other cause whatsoever ;
- (2) that applications to the treasury staff for access to the deposited  $\frac{\text{box}}{\text{chest}}$  will only be made at reasonable and proper hours and with strict regard to the needs of Government business ; and
- (3) that the permission to deposit hereby granted is liable to be modified or withdrawn by Government at any time.

Signature of the Treasury Officer.

(F.D. File 8868/10528-A of 1932.)

(Correction No. 390, Financial Publication No. I,  
dated 18th July 1933.)